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Maryville Public Library Board of Trustees

Regular meeting: March 11, 2025

Held at Maryville Public Library,
Maryville, MO

Board President Jim Rash called the meeting to order at 12:00 p.m.

Other members participating in the meeting were Paula Cobb, Cara Colville, Scott Kuhlemeyer, Marilyn Rhea, Ashley Strickland, and Daisy Valenzuela-Cordell. Library Director Stephanie Patterson was also in attendance.

Meeting Minutes: The Chair asked for corrections to the minutes of the February 11, 2025 Regular Board meeting. There being no corrections, the Chair declared the minutes approved as published. The Chair asked if there were corrections to the minutes of the February 11, 2025 Executive Session. As there were none, the Chair declared the minutes approved as published.

Bills: Patterson highlighted the two receipts that came in after the list of bills had been emailed. They were from Walmart and Westlake Ace for thank you cards. Rhea asked about the bill for the furnace blower. Patterson explained the part needing repair was under warranty so the bill was only for labor. Rhea moved to approve the bills as presented. Kuhlemeyer seconded the motion which passed unanimously.

Financial Reports: Patterson noted some regular revenue receipts have been higher than expected. She explained that the state requires money collected through the Athletes & Entertainers tax must be spent on books and the library can get in trouble if that money isn't spent. This accounts for the apparent underspending from the book budget and slight overspending on books in A&E expenditures. Any necessary adjustments can be made during the mid-year budget revision. The \$24 discrepancy, which was actually \$23.79, has been resolved. Someone paid their Friends membership through the PayPal button in late FY2024 and it didn't get transferred to the Friends fund until FY2025. That has now been corrected. Cobb moved to approve the February 28, 2025 Financial Reports as presented by Harden Cummins Moss & Miller LLC. Kuhlemeyer seconded the motion. The motion passed unanimously.

Other Action Items:

Quotes for asbestos and lead paint testing: Patterson shared that while talking with someone from Review Windows, it was pointed out that there is probably lead in the paint on the historic windows and there could be asbestos in the putty, sealant, or caulking. Patterson spoke with the city code inspector, who recommended getting an

inspection. The Missouri Department of Natural Resources (DNR) is the state agency that deals with lead and asbestos. Patterson found three firms that the city has worked with and are listed on the DNR website and invited them to submit quotes. She wants to check with more references for the two firms that submitted bids. Axiom Service Professionals quoted \$1,323 for asbestos testing and Roth Environmental Consultants quoted a total of \$2,575 for both asbestos and lead testing. Kuhlemeyer said he was familiar with Axiom but not Roth Environmental. Kuhlemeyer stated Donna Grimm was with Axiom before starting her own firm and Patterson might reach out to her if a third quote is needed. Rash asked if either company provided a timeline for completion of the project. Kuhlemeyer said the sampling can be done in a few hours and then it would be a few days for the results to be returned from the lab. Rhea asked if three bids are required. *[Patterson targets a minimum of three bids solicited but there's no minimum requirement for bids received.]* Patterson said a more formal bid process is triggered at a higher amount. The grants from the city and Bolger expect the window work to be done in a year but Patterson thinks they will be understanding if it takes longer. Rash stated the Chair would entertain a motion to empower the Building & Grounds committee and the Director to move forward on contracting for the lead and asbestos testing on behalf of the Board. Rhea so moved and Cobb seconded. The motion passed unanimously.

Reports and Discussion Items:

FY2024 Audit report update: Patterson expects to get the draft of the audit from the accountant by March 31 or April 1 so Board Trustees have time to review it before the April board meeting.

Biennial policy manual review: online survey distributed: Patterson explained the Board reviews the policy manual every other March. She asked each Trustee to identify their top two priorities for policies to review.

Annual Board Self-evaluation: form distributed: The self-evaluation was developed by a former Trustee. Patterson asked that Trustees return the forms to her.

Circulation and library use reports: Circulation for February was 5,423 which was the highest February circulation in the past 6 years.

Foundation Funds Statement: The balance of the Second Century Library Fund on February 28, 2025 was \$737,182.01.

April Foundation statement expanded version: The total cash raised for the capital campaign is \$273,959.21, of which \$238,370 is for the Bolger Window grant match. There are currently \$4,463 in outstanding pledges.

Reports of Committees: Kuhlemeyer reported the Building & Grounds committee is working on the RFP for the window restoration project. The Special Events committee has nothing to report at present. Rhea reported the Capital Fundraising has gone fantastically well. Patterson noted the challenge grant goal was met 9 months early. Fundraising will continue because of flooring and foundation needs.

Other Director Updates: The Children's Business Fair will be Saturday March 15. The businesses will be open from 9-12 and awards will be presented at 12:30. Patterson explained the children created business plans with feedback from business owners. She noted there were 45 businesses, some with multiple partners. At 1:00 that day, Lance Dorrel will speak at the library about his latest book. The used book sale will be March 19-24. Patterson will be on vacation April 9-21.

Statements for the Good of the Order: None

Motion to Adjourn: At 12:56 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary