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## **Maryville Public Library Board of Trustees Meeting Minutes**

**Regular meeting: May 13, 2025**

Held at Maryville Public Library,  
Maryville, MO

### **Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, May 13, 2025**

Board President Jim Rash called the meeting to order at 12:02 p.m.

Other members participating in the meeting were Cara Colville, Marilyn Rhea, Bill Richardson, and Daisy Valenzuela-Cordell. Library Director Stephanie Patterson was also in attendance.

**Meeting Minutes:** The Chair asked for corrections to the minutes of the April 8, 2025 Regular Board meeting. There being no corrections, the Chair declared the minutes approved as distributed.

**Bills:** Richardson asked if the testing by Roth Environmental Consultants found asbestos. Patterson stated there is asbestos in the glazing putty on the windows. Rhea moved to approve the bills as presented. Richardson seconded the motion which passed unanimously.

**Financial Reports:** Patterson recommended waiting on the mid-year budget revision. There is still some legislative uncertainty. Income is generally higher and expenses are generally lower than budgeted. Trustee Scott Kuhlemeyer arrived during the discussion. Valenzuela-Cordell moved to approve the April 30, 2025 Financial Reports as submitted by Harden Cummins Moss & Miller LLC. Rhea seconded the motion. The motion passed unanimously.

#### **Other Action Items:**

##### **RFP for restoration of 1912 Historic Windows, Door Moulding, and Trim:**

Kuhlemeyer noted the Building & Grounds committee, working with Patterson, have completed the RFP. The RFP is for all window and door frame restoration on the upper floor. They included 2 add alternates to address the basement windows and to make the windows operable. Patterson explained the items in blue were added after guidance from Roth for asbestos precautions. Kuhlemeyer noted the RFP requires in-fill panels while the windows are out. This provides protection from the elements and the duration of the substituting panels is limited to 75 calendar days. There is a

liquidated damages clause of \$500 per day if the work isn't completed within the contracted time. Kuhlemeyer explained \$500 is enough to get attention but there is a legal process to actually recover the money. If the Board approves the RFP, Patterson will release it immediately and bids will be due in 3 weeks. The bids will be opened at the June Board meeting. Rhea asked if the RFP is for restoration or replication. Kuhlemeyer explained it is for restoration although any component that is too deteriorated would have to be replicated. Rhea asked what happens if the bids are more than the available funding. Patterson noted we have the right to refuse. Patterson used a cost of \$350,000 when writing the Rickert grant proposal. Initial quotes were around \$308,000 --\$320,000 and Patterson bumped up to \$350,000 to allow for inflation. Richardson moved to approve and issue the RFP. Rhea seconded the motion which passed unanimously.

**Amended Contract with Roth Environmental Consultants, Inc:** Patterson had planned to ask the Board to approve an amended contract with Roth but after conversations with Roth she realized there was some confusion about the cost. She thinks it would be better to wait until the bidder on the window project has been chosen before amending the Roth contract. Kuhlemeyer recommended waiting on contracting with Roth for monitoring of the window project. He asked if the contract for testing is closed. Patterson stated the work in the current contract is complete so if the Board doesn't approve the amended contract it would be closed. There would then need to be a new contract for monitoring once the window project bid winner is selected.

**FY2024 Audited Financial Statements: Susan Reed: Hardin, Cummins, Moss & Miller:** Patterson noted the statements aren't ready but she was told the opinion is unmodified. The only semi-significant development was with LAGERS. The Library was paid up and even had a credit until the previous assistant director retired. There is now a liability of \$4,932. LAGERS reports it's due to the transfer from assets to the retiree benefit fund, a drop in current payroll, and lower investment returns for the fund. Rash asked if the audit would be ready in June and Patterson said she hopes so. Rhea asked if there needs to be a plan of action related to LAGERS. Patterson will consider if action needs to be taken when the mid-year budget revisions are made.

**Quote from Dennis Buckles on exterior caulking or north and east building perimeter:** Patterson explained that the exterior caulking is the last step in the basement moisture mitigation. Buckles was the only bidder. He has done work for the Library and also at the University. Kuhlemeyer moved to accept the proposal from Buckles at a cost of \$2,675. Rhea seconded the motion. The motion was approved unanimously.

**3-Year MPL Facility Maintenance Guide for 2026-2028:** Kuhlemeyer explained the plan is based on the building assessment performed by Garren Stickelman. The cost estimates are based on information from Stickelman and adjusted for annual inflation. Rash asked if the plan requires a Board vote. Patterson stated it is part of the policy manual so it requires a vote. Rhea moved to adopt the updated revised policy for maintenance. Kuhlemeyer seconded the motion which passed unanimously.

**Reports and Discussion Items:**

**Circulation and library use reports:** Circulation for April was 5,448. Patterson stated she hopes to end the year with a total circulation over 70,000.

**Foundation Funds Statement:** The balance of the Second Century Library Fund on April 30, 2025 was \$815,897.38.

**Survey open for Young Adult Programming:** The young adult survey is open. There have already been about 30 responses. Patterson hopes to get a cross-section of users and non-users of the Library. Rash encouraged the Trustees to share the survey with any teenagers they know.

**Board Survey for setting FY2026 Goals & Objectives in June:** Trustees are asked to complete the survey by the beginning of June. Patterson noted the Board may need to delay approving goals & objectives for FY2026 due to legislative uncertainty. Rash said the Trustees will trust Patterson's judgment about when to proceed.

**Board Officer terms, July 1 term renewal for Rash, Richardson, and Valenzuela-Cordell:** Valenzuela-Cordell was appointed to complete a term that was almost finished. She along with Rash and Richardson are willing to serve another term. Patterson will submit their names to the City Council for approval. Rash has been President for 2 years which is the limit under current Board policy. Patterson looked at other libraries' policies regarding limits on officer terms. She found some have 3 or 4 year limits and some have no limits. Rash is willing to remain in the office to provide continuity during the window project. This will require a revision to the By-Laws. Richardson is also willing to continue as Vice-President.

**Reports of Committees:** No reports

**Other Director Updates:** Patterson thanked the Board for approving her vacation time. She is waiting to see if House bill 903 passes. It will lower the personal property tax assessments from 33.33% to 18%. If passed, the estimated budget impact to the Library would be over \$5,600 in 2026, over \$11,200 in 2027, and over \$16,800 in 2029 and every year following. In analyzing the results of the 2024 Missouri Public Library

Survey, Maryville Public Library is overperforming. Rash encouraged issuing a press release to share this information with the community. The Summer Reading program begins June 1. Patterson is aware of the potential impact of the Window project and plans are being made to have the worker use separate entrances from the ones used by staff and patrons. The Library may also need to be closed for a few days.

**Statements for the Good of the Order:** None

**Motion to Adjourn:** At 12:55 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary