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## **Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, October 13, 2020**

Board Vice President Jenny Rytting called the meeting to order at 12:04 p.m.

Other members participating in the meeting were President Keely Cline (by ZOOM due to COVID-19 quarantine), Giuli Coniglio, Richard Fulton, Steve Klotz, Barb Nelsen, and Lily White. Library Director Stephanie Patterson was also in attendance.

**Meeting minutes:** Klotz motioned to approve the minutes of the September 8, 2020 meeting with the correction of the typo under financial statements of \$100 being corrected to \$1000. Nelsen seconded the motion. Motion passed unanimously.

**Bills:** Klotz motioned to approve the bills as presented. White seconded the motion. Motion passed unanimously.

**Financial statements:** The board reviewed financial statements for the month ending September 30, 2020. Director Patterson noted that September marked the end of the fiscal year, and that the Library had ended \$34,380 in the black due in part to having received more than \$8,000 in Walmart 2019 property tax revenues that had been held back awaiting the outcome of an overtaxing appeal, and to having spent \$8,986 less on Building Maintenance than was budgeted and not having spent any of the \$10,000 budgeted for Capital Outlay, as well as having taken in \$5,972 more in Non-Resident Fees and \$392 more in Athletes and Entertainers Tax than was budgeted, plus receiving almost \$976 more in unrestricted donations than usual. Patterson also remarked that there were more variances than in a typical year, but that such variances were clearly the result of COVID-19 effects. Klotz motioned to approve the financial statements by Harden, Cummins, Moss & Miller. Coniglio seconded the motion. Motion passed unanimously.

### **Other Action items:**

**Policy Proposal: Notary Services Policy:** Director Patterson presented a Notary Services Policy for Board approval. Fulton motioned to adopt the policy as written. Nelsen seconded the motion. Motion passed unanimously. Board Members were reminded to place the new policy in their Binders.

### **Reports and discussion items:**

**FY2020 Circulation/Public Use Annual Report:** Director Patterson presented the annual Circulation and Public Use report. She noted that circulation numbers were low due to COVID-19 effects, but that ebooks and downloadable content numbers were up. She also distributed a chart showing the Patron Cards data as of October 1, after the changes had been implemented and dormant accounts had been purged. The total number of active borrowers was listed at 2,659. Patterson noted that many of those 2,659 cards served families or couples. New cards issued from 10/1/2019 to 9/30/2021 was 358, which was down from the usual average of 500. She noted that homebound deliveries were down due to COVID-19 protocols prohibiting nursing home deliveries.

**Facility/Technology Update:** Director Patterson reported that the scraping and painting of the ceiling had been completed, that it looks good, and that there were no active leaks. She mentioned that the area above the barn has some soft areas from prior leaks that would be monitored.

Patterson also updated the Board on a pest control issue: A regular patron who carries a bag has been identified as the source of a German Cockroach presence in the library. To control the situation, the patron has been asked to place their

bag in an enclosed tall tub upon entering the library. Additionally, Alert 1 Pest Control has put out sticky traps to capture any of the cockroaches that escape into the library. Sprays were not used, as the pest expert advised that they would 'scatter' the insects rather than control them.

**Library Director's Update on grant activity:** Director Patterson reported she had not received any of the most recent grant funding for which she had applied. One of the big items she had hoped to purchase via grant was a wireless printer. Patterson noted that the library currently has a demo printer in house, which allows patrons to print from their own machines while in the library. She said she would like the library to buy the demo. She offered to research whether the County would reimburse the library for the purchase using the Small Business County CARES program, which offers a \$5000 maximum reimbursement. She also mentioned that the Gladys Rickard grant applications are due Oct. 15, and that she would be applying for that grant to ask for a Microfilm reader with printing capabilities. Klotz motioned that Patterson be authorized to purchase the demo wireless printer outright, and seek reimbursement if possible through the County CARES program. Fulton seconded the motion. The motion passed unanimously.

**Director's Updates:** Director Patterson distributed a form/chart outlining the library's 2020-2021 goals and objectives, which included notes about support staff projects currently underway that further those objectives. She reported that a Northwest student had been retained as a Library intern and was assisting with producing a Countywide Genealogy Resource, a trifold brochure that would be posted as a .pdf on the website and which has links to the Historical Society and County Registrar's office, and indicates that the Library's microfilm are currently housed at the Historical Society. Patterson also noted that Staff member Richard Leach-Steffens was in the process of producing screen-cast tutorials for how to use the library's electronic resources.

Additionally, the Director mentioned that Story Walk stations were being set up in Judah and Franklin Parks that would have QR codes that could be scanned to respond via a survey. Director Patterson reported that the Maryville City Council had recommended that the Downtown Trick or Treat should not go forward this year due to COVID-19 issues, and would not pre-approve street closures for such an event, but that the Maryville Pride Lions were going to take on the sponsorship of a Halloween trick or treat event. Patterson mentioned that the Library had already purchased children's books to hand out at such an event. Klotz motioned that the Library participate in the Pride Lions event. Rytting seconded the motion. After discussion, the motion failed with a vote of 4 against and 3 abstentions. Two suggestions were offered for alternate uses of the pre-purchased books: hand them out at the library during business hours, or put a notice at the Story Walks about free children's books being available at the library.

**Committee Reports:** None.

**Organization of Committees:** Deferred to next meeting due to time.

**Correspondence:** None.

**Statements for the Good of the Order:** It was mentioned that a brewery business would be opening in downtown Maryville at 4<sup>th</sup> and Main Sts, and would have an outdoor seating area.

**Motion to Adjourn:** At 1:17 pm, Klotz motioned to adjourn. White seconded the motion. Motion passed unanimously.

Respectfully submitted by Giuli Coniglio.