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Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, February 09, 2021

Board President Keely Cline called the meeting to order at 12:00 p.m.

Other members participating in the meeting in person were Cara Colville, Giuli Coniglio, Steve Klotz, Barb Nelsen, Jenny Rytting, and Rich Fulton, who joined the meeting already in progress at 12:10 pm, during the Director Evaluation discussion. Lily White joined remotely, after January meeting minutes and bills had been approved, due to being under a COVID quarantine order. Library Director Stephanie Patterson was also in attendance.

Meeting minutes: Klotz motioned to approve the minutes of the 5 January 2021 meeting. Nelsen seconded the motion. Motion passed unanimously.

Bills: Director Patterson pointed out that the staff health insurance premiums would now be appearing on the bills summary. She also noted that the MOREnet database subscription had not been renewed to allow the Library to experiment with other databases. Colville motioned to approve the bills as presented. Klotz seconded the motion. Motion passed unanimously.

Financial statements: The board reviewed financial statements for the months ending December 31, 2020 and January 31, 2021. Director Patterson noted that a large tax revenue check had come in, and that the library was already \$1800 above budget on tax revenues. She commented that because the library is doing well financially, she might want to amend or adjust the budget in the future to reflect the additional income available for use. Colville motioned to approve both of the financial statements by Harden, Cummins, Moss & Miller. Klotz seconded the motion. Motion passed unanimously.

Other Action items:

Annual performance evaluation of Library Director: President Cline asked Board members if they wanted to have a closed or open discussion of the Director's Evaluation. After some discussion, Nelsen motioned that the Performance Evaluation be open (to the Director and the Public). Klotz seconded the motion. President Cline distributed to Board Members the results of the Board's Evaluations of the Director and Patterson's Self Evaluation. Cline noted that in every category of the specified Goals & Objectives, Director Patterson rated her performance at or below the Board's assessment of her performance. The category "Empower Individuals in the own creative endeavors" was mutually assessed as the area that showed the least amount of progress during the past year, mostly due to COVID pandemic issues. A unanimous "Exceptional Progress" assessment resulted on the "Determine long-term funding goals and control expenses" category. All other categories showed consistently positive assessments. Board members included many positive and helpful comments in every category. Patterson commented that a new goal she had set for herself was to provide the Board with weekly updates, as the Maryville Chamber does. Patterson commented that she still is operating from a "scarcity of funding" mentality but was trying to adjust that mindset since the tax increase. She invited direction from the board on what to do in future months with the larger amount of money that would be available, now that the final lump sum payment to LAGERS had been completed. Patterson added that she felt the Board had been generous with their praise for her performance. Klotz motioned that the Director's Evaluation be approved. Nelsen seconded the motion. Motion passed unanimously.

Reports and discussion items:

Circulation Report: Director Patterson distributed a Circulation report, pointing out that December 2020 showed almost normal circulation numbers, but that January numbers went back down to the lower COVID pandemic norms. She noted that print circulation was down in general while digital numbers were up, but that the overall number for January was down. She stated that, having revised which databases the Library is subscribing to currently, she would be looking at assessing the use of the databases at the end of the year to determine how they are being used. She noted that the public currently under-uses the databases and suggested that publicizing them and training staff might be ways of increasing use. Of the newly added databases, Patterson commented that she had been impressed with Gale's *Udemy for Business* which offers thousands of on-demand courses for adults and also found *Newspapers.com: Missouri edition* to be a good resource.

Facility Report: Director Patterson distributed a one-page report outlining the maintenance status and needs of six facility systems: elevator, north exterior stucco wall, elevator phone, public commons area, bathroom exhaust fans, and limestone exterior walls. She reported that the elevator had finally been fixed and recertified, and that the public commons area had not seen any new German cockroaches. She noted that the north exterior stucco was in need of new elastomeric paint. She also mentioned that it would be worth checking with the State Historical Preservation Office to determine if our building is eligible for grants to repair the limestone exterior walls. For the public bathroom, Patterson is seeking quotes from electricians on installing carbon exhaust fans that would remove odor as well as moisture to replace the currently non-operational fan. She distributed photos of the systems discussed. She also suggested that acquiring a small permit dumpster might be a good improvement for the untidy pile of garbage and recycling outside the building. She also discussed the idea of making two enclosed but glass-windowed PC study rooms available to patrons as a future improvement. After discussion about the needed maintenance and improvements, Rytting motioned to authorize the Director to work with the Board's Building and Grounds Committee to contract any necessary repair and maintenance expenditures up to \$2,500. Nelsen seconded the motion. The motion passed unanimously.

Other Director Updates: Director Patterson reported that she was perusing the options for updating the Library's QuickBooks software currently loaded on her PC. She has determined that the Online version, while substantially more expensive than the current update for her downloaded version, would mean that information would be stored on the the QuickBooks server and would allow direct deposit of staff payroll checks. Patterson further announced that the Library was looking to resume in-house programming March 1-April 1. With the City mask mandate extended to April 30, in-person Story Hours, possibly with limited attendance and while meeting all the City's COVID mandates, are planned to be resumed. The orientation meeting for the Children's Business Fair will take place in March, with the Children's Business Fair scheduled for June.

Committee Reports: None.

Statements for the Good of the Order: None

Motion to Adjourn: At 1:07 pm, Rytting motioned to adjourn. Fulton seconded the motion. Motion passed unanimously.

Respectfully submitted by Giuli Coniglio.