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## Maryville Public Library Executive Board of Directors

### Minutes of Regular Meeting, October 12, 2021

Board Vice-President Steve Klotz called the meeting to order at 12:00 p.m.

Other members participating in the meeting were Paula Cobb, Cara Colville, Scott Kuhlemeyer, Jim Rash, Marilyn Rhea, and Bill Richardson. Library Director Stephanie Patterson was also in attendance.

**Meeting Minutes:** Richardson moved to approve the minutes of the September 28, 2021 meeting. Rhea seconded the motion. Motion passed unanimously.

**Bills:** Richardson moved to approve the bills as presented. Kuhlemeyer seconded the motion. Motion passed unanimously.

**Financial Reports:** Patterson noted the library ended the year \$7,300 in the black, in large part because of the postponement of the limestone work. This year, Patterson tried out several new databases. Spending on electronic resources increased from a fifth of the budget to a third. Patterson will not be renewing the lightly used databases, based on patron usage of electronic resources.

Rhea noted the used book sale was successful. Rhea moved to approve the September 30, 2021 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Rash seconded the motion. Motion passed unanimously.

#### Other Action Items:

**Organization of Committees:** Patterson stated committees are organized in October and assignments are made in November. She offered the following committee suggestions:

*Building and Grounds* to assist with making decisions between board meetings and pursuing the Facility Condition Assessment;

*Community Needs Assessment* to work with the director on a Community Needs Assessment and provide feedback on marketing ideas;

and *Hospitality* to help provide and serve refreshments at the Local Author Fair, the Early Literacy Fair and other events as needed. Klotz encouraged the trustees to be prepared to select committee assignments in November.

Jenny Rytting arrived.

**Policy Revision Proposal:** D:200 Full Access Library Card Agreement to include non-book circulating items: The library staff has been developing memory kits for use by patrons with dementia/ Alzheimers. These kits contain audio, visual and tactile items from specific periods of time. Because of the addition of these non-book circulating items, Patterson recommended adding the following sentence to the section titled Loan periods and limits: "*Other loan items may be limited to one per household.*" Klotz moved to approve the policy with the revision. Cobb seconded the motion. Motion passed unanimously.

Reports and discussion items:

**2020-2021 Library Circulation Report:** Total circulation for 2020-2021 was 53,910 which was a drop of 26% compared to the last pre-pandemic year. The area of greatest growth was youth outreach books which surged 77% and accounted for over 37% of all youth circulation and nearly 6% of library-wide circulation. Easy fiction/ non-fiction was down 40%, mostly due to the book quarantine process the first half of the fiscal year and the interruption of the early literacy programming that didn't resume until mid-year. This will likely bounce back. Adult books on CD dropped 48% while downloadable audiobook circulation rose 33%. DVD checkouts dropped 31% while use of the Kanopy streaming video database covered nearly half that loss. Kanopy use is reported with database use rather than circulation.

**2020-2021 Database Usage Report:** Database usage for 2020-2021 was 3,628 searches and 3,416 items. Patterson noted the usage had never been over 1,000 in previous years. She will be using the data from the usage report and survey results to guide decisions about which subscriptions to continue and which to drop.

**Library Foundation reports:** The Second Century Library Fund balance on September 30, 2021 was \$571,153.77 Rytting noted this was an increase of about \$3,200-3,300 for the year, even with the library support withdrawal.

**End of Year Library Friends checking account summary report:** The Friends checking account balance on September 30, 2021 was \$11,959.02.

**Additional FY 2020-2021 reports:** Patterson called the trustees attention to the Maryville Public Library Funds (Government- wide) map, showing all sources of funding for the library. She continues to work to streamline the old memorials. Any restricted funds that aren't spent in a single calendar year must be tracked on a spreadsheet. Rhea asked if there is a handout for families choosing to make memorial donations. Patterson stated the gift policy was revised in the last year or two and she shares that with those families. Patterson shared the library periodically deletes inactive cards. This year more cards were added than deleted.

**Downtown Trick or Treat:** There was discussion about whether the library should participate in Downtown Trick or Treat. One concern was having people coming into the library. Richardson moved to participate with tables set up outside, weather permitting. Kuhlemeyer seconded. Motion passed unanimously.

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

**Motion to Adjourn:** At 12:39 pm Klotz moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville, Board Secretary