

Minutes

Springville Memorial Library Board Meeting January 8, 2020, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on January 8th, 2020 by President Deb Vaughn.

Present were: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter, and Deb Vaughn. Linda Eldred and Melanie Vaughn were also in attendance.

Agenda: Motion by Porter, second by Carnahan to approve the agenda as presented, all ayes, motion carried.

Public Comment: None

Friends' Report: Next meeting on January 8th. Lots of people here for Meal and a Movie.

Minutes: Motion by Davis, second by Porter to approve the minutes of the December 11th, 2019 meeting as presented, all ayes, motion carried.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Letter Perfect	12/18/19-12/26/19	Brass Plates	\$42.00
Dave Ramsey Store	12/20/2019	Books/Kits	\$149.94
Amazon	12/17/19-12/18/19	Books and DVDs	\$72.38
CHARGE TOTAL:			\$264.32
Baker and Taylor	12/3/19-12/13/19	Books	\$152.95
Country Sampler		1 Year Renew	\$19.98
Per Mar Security	12/8/2019	Security and Fire Monitoring	\$334.26
Total Bills to be Approved			\$771.51
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			\$175.49
Wapsi Waste			\$12.00
Springville Telephone			\$40.39
Total Utilities			\$227.88
Total Bills			\$999.39

Discussed the bills to be paid. Motion by Allsup, second by Carnahan to pay the bills as presented, all ayes, motion carried. Discussed eBooks and how libraries are purchasing them compared to books, we subscribe to Bridges instead of purchasing individual eBooks.

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$22.75
Donations	001-410-2-4705	\$61.00
SILO	001-410-1--4550	\$2.00
Buresh Room Rental	001-410-4-4310	\$85.00
Recreation Concessions	001-410-1-4755	\$1.25
Savings	169-410-2-4705	\$3,000.00
Total Amount Deposited		\$3,323.19

Financial Report: Review financial reports from City. Discussed line items that are over 60% allocated.

Director's Report:

Circulation: City: 256 Rural: 232 Open Access: 26 SILO: 4
Computer users: 383
Patrons through the door: 1,506
Bridges eBook downloads: 44
Study Room Use: 40 with 54 patrons
Buresh Room Use: 5 paid rental, 10 library uses, 1 City
Volunteers: 9 Volunteers for 58 hours

Program totals for December 2019

December	Activity	children	adult
1-Dec	Crafternoon		23
2-Dec	book group		10
4-Dec	Activity	28	4
5-Dec	story time	6	3
11-Dec	Activity	29	3
12-Dec	story time	4	2
14-Dec	family movie	2	1
18-Dec	activity movie	29	5
26-Dec	story time	2	1
28-Dec	Sam Weis		21
30-Dec	Friend's meal 'n movie	62	8
total		243	81

Yearly movies to date: 10

Director & Assistant Library Director Updates –

- **Activities:** Sam Weis event and Tree walk were successful. Master Gardner program will be coming in the month of March, every Thursday. 15 high/middle school volunteers in the library to do computer cleaning, packing, cleaning, prep for activity days, etc.
- **CE Credits:** I'm behind but will be reviewing the CE Credit Archives to catchup.
- **Shelving:** Shelves will be delivered and installed on January 9th.
- **County money:** Marion and Cedar Rapids turned in their numbers. The Supervisors have all the information now. February 11th we will be hosting the County Librarians Meeting.
- **Home Delivering Program Material:** The Anamosa library has a program to deliver and pickup of

material. Would like to advertise a new service for patrons. Need to research how to setup and specifics of the program.

Old Business:

1. Building Issues:

- a. Janitorial Discussion items: Linda is to meet with Susan and Scott to finalize the list of tasks for the janitor.
- b. Tables are being researched to replace the tops.
- c. Outside cameras – The president hasn't received information from All Secure yet.
- d. Chairs in lobby have loose backs. Need to have Scott tighten them up.
- e. Phone calls from Per Mar regarding an alert. Normally it is a loss of telephone service. Everything is working correctly.

2. Automation Change: Costs: \$1,100 annual subscription – \$1,200 one-time migration fee for Apollo compared to \$855 for Follett. Motion to transition to Apollo Automation System with the Texting functionality for \$1,200 per year to replace Follett, also to include the \$1,200 migration fee to be paid from Savings by Davis, second by Cooper, all ayes, motion carried.

3. Rove: Recommending removing the Rove from Library inventory and donate it. Motion to discontinue use of the Rove by Davis, second by Carnahan, all ayes, motion carried.

New Business:

1. Budget: Presented the budget, with increases in Wages and Material. These are the only increases that we are recommending. Budget meeting with the City on January 15 at 4:30. Motion to approve the Proposed Budget for FY2020-2021 as presented, by Cooper, second by Porter, all ayes, motion carried.

2. Procedures Open/Close: Made comments and it needs to be revamped and word changes. Will review next month.

3. Charity Grant Program: Linda has been researching science activities that are available from multiple sources. Recommending a grant of \$500 to fill out our kits. Linda to provide more information on the kits that she would like to add to our inventory. Recommending \$750 grant and \$750 matching donations from community.

4. AED Discussion: City has given us the AED and the Fire Department will see about installation and training of any and all who want it. Will place it in entry way of library so it is always available. Consensus of the board to accept the AED.

Correspondences and Announcements:

Thank you Davis for cleaning up before rentals. Thank you Melanie and Carnahan for extra hours.

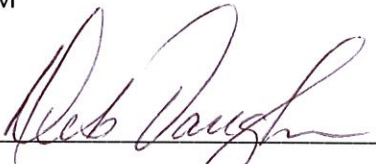
Agenda items for Next Meeting:

- Building Issues
- Apollo Automation Software
- Grants
- Budget
- Procedures
- Home Delivering of Program Material

Next meeting:

- Board meeting on February 12th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Carnahan all ayes, motion carried. Meeting adjourned at 7:40 PM



Deb Vaughn, **President**

Tina Allsup, **Secretary**

Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Amazon	1/29/2020	DVDs	\$99.03
Amazon	1/29/2020	Tape, Dry Erase Calendar, Magnets	\$66.84
Letter Perfect	1/15/2020	Wall Leaf	\$19.50
CHARGE TOTAL:			\$185.37
Broad Reach Books	9/10/2019	Books	\$337.36
Baker and Taylor	12/24/19-1/17/20	Books	\$148.78
Micromarketing Inc	1/16/20-1/30-20	Audio Books	\$261.98
OMC	1/15/2020	(\$109.55)Meter Reading/Quarterly Fee(\$204)	\$313.55
Iowa Prison Industries	1/13/2020	Bookshelves (Savings)	\$2,325.00
Total Bills to be Approved			\$3,572.04
Utility Bills- Preapproved			
Alliant Energy			\$457.86
Black Hills Energy			\$273.56
Wapsi Waste			\$12.00
Springville Telephone			\$40.63
Total Utilities			\$784.05
Total Bills			\$4,356.09