

**Springville Memorial Library Board Meeting**  
**April 13, 2022, 6:30 PM**  
**Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on April 13<sup>th</sup>, 2022 by President Deb Vaughn.

Present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, James Porter, and Deb Vaughn. Linda Eldred, Lyle Andersen, Amos Eldred, and CJ Flynn were also in attendance.

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

Business/Financial Correspondence - None

**Minutes:** Motion by Porter, second by Carnahan to approve the minutes of the March 9<sup>th</sup>, 2022 meeting as presented, all ayes, motion carried.

**Public Comment:** Lyle Andersen – State Audit concerning Amazon account needs to be setup tax exemption. May we will be receiving new software for timecards – all city employees must be on the same system. Amos Eldred – comments on the globe in the children’s area.

**Bills:**

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
Walmart	3/24/2022	Office Supplies	\$79.29
CHARGE TOTAL:			\$79.29
Baker and Taylor	2/25-3/24/22	Books	\$322.96
The Gazette	3/22/2022	1 yr subscription	\$322.80
Caleb Horvath	3/8/2022	Books	\$318.00
Kids Reference Co	3/18/2022	Books	\$103.88
Love of Quilting	3/2/2022	1 yr subscription	\$29.95
Per Mar	3/8/2022	FA & BA Monitoring 4/1-6/30/22	\$354.60
Postage	2/3 & 4/6/22	Postage	\$6.66
U.S.P.S.	4/1/2022	PO Box 78 one yr rental	\$72.00
Menards	4.3/2022	Janitorial supplies	\$28.96
<b>Total Bills to be Approved</b>			<b>\$1,639.10</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$294.52
Black Hills Energy			\$504.40
Wapsi Waste			\$12.00
Springville Telephone			\$95.67

<b>Total Utilities</b>	<b>\$906.59</b>
<b>Total Bills</b>	<b>\$2,545.69</b>

Discussed bill for Solar Bench as we just received a new invoice, believe it was paid in January. Motion by Davis, second by Porter to pay the bills as presented, all ayes, motion carried.

**Income:** Reviewed income report.

Missing or Damaged fees	001-410-1-4530		
Copies/Merchandise Sales	001-410-4-4750	\$97.85	
Donations	001-410-2-4705	\$35.00	
SILO	001-410-1--455 0		
Buresh Room Rental	001-410-4-4310	\$245.00	Faith Christian, Reiff, Walker, Smiley, and McShane
Recreation Concessions	001-410-1-4755		
Savings	169-410-2-4705	\$600.00	Hills Bank and Hoge
<b>Total Amount Deposited</b>		<b>\$977.85</b>	

**Financial Report:** Reviewed March report from the City.

**Correspondence:**

- Received check from Friends of Library for Summer Reading program \$300 (\$200 for guest writer and \$100 gift certificates.)
- Celebrate Community in Springville – April 30 from 10 am to 12 noon at the at the Springville Fire Station.

**Reports:**

- **Director's Report**
  - Continuing Education
    - POP YS Live: Including the Neurodivergent community in library space.
    - I also attended an open forum for our district Friday April 1,2022.
    - Next Board Room Series – Crucial Conversations
  - Programming
    - Our Meal and a Movie on March 16 was a hit and Janet (SANSI) and I are planning our next one for April 27.
    - Our other programs are doing very well, Needles, Book Group, and our exercise group. Bunny is coming this week.
    - Master Gardeners will be here every Thursday in April. I encourage you to come, if nothing it is a beautiful visual program to push the cold weather away.
    - Our author Dave Kueter will be here the 23<sup>rd</sup> of April @ 1:30. I would like to have a great turn-out. Please consider attending.
  - Technology – Research on Office 365 – Davis did research and can get Office 2021 for \$19.99 per computer. Will share information with Linda.
  - Job Performance reviews: We are progressing well on the reviews and will have them

turned in to the Personnel Committee by mid-April.

- Enrich Iowa contract turned in.
- Solar Bench location – suggestions for out front. Determining location for second bench as well.
- Need to have Buresh Room floor and doors cleaned ahead of rentals.
- Security training for door system – will be handing this off to Brittney.
- **President's Report:** None
- **Friends' Report** None
- **Strategic Planning:** Provided update on status of plans. Flyer for Stem kits

**Unfinished Business:**

1. **FY2022-2023 Budget:** Budgeting process is complete, and our budget was accepted.

**New Business:**

1. **Discussion and possible action on revision of policies:** Form G2, Form C, Form F, Col 2, Gov 6, Sta 15a, & Mng9.
  - a. Motion to remove Form G2 from policy book as presented by Cooper, second by Carnahan all ayes, motion carried.
  - b. Motion to accept the changes to Form C to request to have a book removed from circulation as presented by Allsup, second by Porter all ayes, motion carried.
  - c. Motion to accept the changes to Col-2 as presented by Cooper, second by McCall all ayes, motion carried.
  - d. Motion to accept the changes to Form F and Mng-9 as presented by Allsup, second by Carnahan all ayes, motion carried.
  - e. Motion to accept the changes to Gov-6 and Sta-15 as presented by Cooper, second by Porter all ayes, motion carried.

**Trustee Comments:** Donation from Alliant Energy Foundation will be received this month.

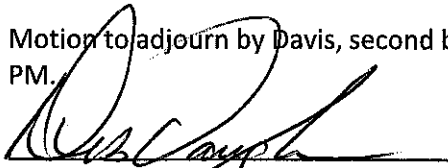
**Agenda items for Next Meeting:**

- Employee evaluations
- Director review
- Open Board position
- Solar Bench

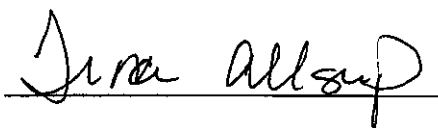
**Next meeting:**

- Board meeting on May 11<sup>th</sup>, 2022 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis, second by Carnahan all ayes, motion carried. Meeting adjourned at 7:15 PM.



Deb Vaughn, **President**



Tina Allsup, **Secretary**