

Minutes

Springville Memorial Library Board Meeting

January 10, 2018, 6:30 PM

Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:31 PM on January 10th, 2018 by President Deb Vaughn.

Present were: Tina Allsup, Marla Carnahan, Treva Davis, Daryl McCall, and Deb Vaughn. Linda Eldred was also in attendance. Angel Chizek and James Porter were absent.

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

Public Comment: No public comment

Friends' Report: Leah – No official report. There was a great turnout for Dinner and a Movie event in December.

Director Sharing:

- In Ely today for Linn County Librarian's meeting. Plan to ask Linn County Supervisor's for a raise in funding. Will be participating in Linn County Fair again this year. Requesting grant assistance for funding. In January will be hosting a Legislator Luncheon in Center Point. November meeting will be held in Springville.
- Thanks to the Friend's for the support for the Dinner and a Movie event.

Minutes: Motion by Davis, second by Porter to approve the minutes of the December 13th, 2017 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>			
Amazon	12/22/2017	Coffee Cups/Filters	\$29.24
CHARGE TOTAL:			\$29.24
The Bookhouse		Book Fair Books	\$288.46
Consumer Reports		1 Year Renew	\$26.00
Love of Quilting		1 Year Renew	\$20.97
Per Mar Security	12/7/2017	Fire and Security Monitoring (Jan – Mar)	\$164.34
Demco	11/2/2017	Book Covering	\$42.99
Baker and Taylor	12/1-12/19/17	Books	\$251.84
Petty Cash	12/9-12/28/17	Postage	\$2.74
Linda Eldred	1/10/17	Mileage	\$24.24
Total Bills to be Approved			\$850.82
Utility Bills- Preapproved			
Alliant Energy			\$480.65

Black Hills Energy		\$270.27
Rudd Sanitation		\$18.50
Springville Telephone		\$40.62
Total Utilities		\$810.04
Total Bills		\$1,660.86

Discussion regarding purchases and overage in Office Supplies and Per Mar bills, added bill for Linda for mileage. Motion by Davis, second by Carnahan to pay the bills as amended, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$46.65
Copies	001-4010-4-4750	\$21.30
Donations	001-4010-2-4705	\$19.00
SIL0	001-4010-1-4550	\$4.00
Merchandise Sales	001-4010-4-4750	\$10.50
Buresh Room Rental	001-4010-4-4310	\$85.00
Recreation Concessions	001-4010-1-4755	\$34.75
Cash Trust	169-4010-2-4705	\$1,488.46
Total Amount Deposited		\$1,719.66

Checks Include:

Buresh Room Rental: 2 checks: One for 35.00 and one for 50.00

Donation for 15.00

3 Book Fair Checks: 9.99, 16.99, and 19.99

We deposited 1,488.46 into Cash Trust, 288.46 of that was book fair earnings. We had three donation checks, one in the amount of 200.00 and two in the amount of 500.00.

Financial Report: Review financial reports from December available. Income reports do not show any income from December. Need to know amounts in our Cash Trust and CDs for budgeting purposes.

Director's Report:

Circulation: City: 237 Rural: 386 Open Access: 30 SILO: 1

Computer users: 563

Patrons through the door: 1,978

Bridges eBook downloads: 26

Study Room Use: 70 with 155 patrons

Buresh Room Use: 3 paid rental, 10 library uses, 0 voting

Volunteers: 9 Volunteers for 52 hours

Program totals for December 2017

December	Activities	children	adult
12/2/2017	sewing		2
12/3/2017	crafternoon	2	12

12/5/2017	book group		6	
12/6/2017	activity	22	4	
12/7/2017	adult coloring		6	
12/7/2017	knitters		5	
12/9/2017	sewing		3	
12/10/2017	book group holiday event		8	
12/13/2017	activity	24	6	
12/14/2017	story time	2	2	
12/14/2017	knitters		4	
12/15/2017	sewing		4	
12/20/2017	activity	28	5	
12/21/2017	knitters		4	
12/27/2017	activity meal & a movie	55	9	movies(2)
TOTAL		213	133	80

Yearly movies to date: 8

- **Continuing education** – I will be attending 4 classes dealing with the summer Reading theme on the computer. I will have NO off site classes with this subject.
- Donations coming in – We have been very fortunate in receiving several sizable donations to the library. We are all very grateful.
- Bound Geographic books will be sent to the University of Iowa.

Old Business:

1. **Building Issues:** Cover in floor of Buress Room needs to be repaired or replaced. A round table top is peeling away, need to re-glue to prevent damage. The fireplace is not working; contact Black Hills/Comfort Solutions to see if gas is getting to fireplace.
2. **Computer Issues:** McCall has spent time fixing computers. All patron computers updated to latest Windows patches, computers should be faster to reboot. Workroom computer should be updated after working session with Faronics.

New Business:

1. **Review Five Year Plan:** Will be setting up a Board Calendar, to be aware of upcoming activities. Need to come up with a new plan. Items from 2012 have been address.
2. **Budget Committee: Review and Act on Proposed Budget FY 2018-19:** Discussed items that we increased for the year. Motion by Carnahan, second by Davis to approve the Proposed Budget for FY 2018-19 as presented, all ayes, motion carried. City Council is making a schedule to review budgets. Discussed long term items that may need to be replaced in the future, roof and carpet. Discussed LED lighting options.

Correspondences and Announcements:

- Another rental this Saturday from 2 – 8. Need a closer for this event.

- Library Banner is up in Butler Park. Winter scene and Daisy are the 2 banners for the Library.

Agenda items for Next Meeting:

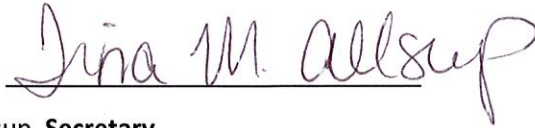
1. Building Issues
2. Five Year Plan
3. Budget Committee updates regarding Proposed Budget FY2018-19

Next meeting: Board meeting on February 14th, 2017 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis, second by Allsup all ayes, motion carried. Meeting adjourned at 7:33 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**