

Minutes

Springville Memorial Library Board Meeting January 13, 2020, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:33 PM on January 13th, 2021 by President Pro Tem Marla Carnahan.

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

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

Minutes: Motion by Davis, second by Cooper to approve the minutes of the December 9th, 2020 meeting as presented, all ayes, motion carried.

Public Comment: None

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
Baker and Taylor	11/24/2020	Books	\$4.19
	12/18/2020	Books	\$97.19
	12/23/2020	Books	\$91.00
Micromarketing	9/1/2020	Audio Books	\$34.99
	9/1/2020	Audio Books	\$78.98
	9/29/2020	Audio Books	\$120.49
	12/8/2020	Audio Books	\$68.00
Gardener Media	9/30/2020	Books	\$274.24
Per Mar Security	12/7/2020	Monitoring 1/1/-3/31/2021 FA	\$150.72
		Monitoring 1/1/-3/31/2021 BA	\$193.56
Iowa History Journal		1 Year Renew	\$18.95
Marion Janitorial	1/13/21	Hand sanitizer dispenser	\$295.37
Petty Cash	10/27-12/22/20	Postage	\$21.98
Total Bills to be Approved			\$1,449.66
Utility Bills- Preapproved			
Alliant Energy			\$248.61
Black Hills Energy			\$227.78
Wapsi Waste			\$12.00
Springville Telephone			\$49.21
Total Utilities			\$537.60
Total Bills			\$1,987.26

Need to add a bill for Marion Janitorial for hand sanitizer. Motion by Cooper, second by Porter to pay the bills as amended, all ayes, motion carried.

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$37.50
Donations	001-410-2-4705	\$40.60
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$840.00
Total Amount Deposited		\$1,047.66

Savings is partially a donation for Pat Rose (\$1,165 total). Discussed the Income Report.

Financial Report: There was a refund from Gazette, that shows up as Reimbursement. Reviewed financial reports from City.

Reports:

- Director's Report
 - Thank you from State Library Program Director
 - Planning to call CR Public Library to see how the hot spots are working in their library.
 - Will reach out to Darren to see if the formula was changed for calculating the County money.
 - Melanie is back to work (8 hours a week), Internship is completed at this time. Will give written report to the Personnel Committee.
 - Accreditation – Very close to submitting the form, will be done before the February 1st.
 - Curb side checkout is about 25% of the circulation numbers right now.
- Building Maintenance – Shelving in work room is falling apart, will be looking at rebuilding the shelving. Scott is cleaning every other day right now, so limited number of hours.
- City Timeclock – No update currently.
- Pandemic Status
 - Buresh Room Rentals – no change currently.
- Insurance Claim – no new information.

Unfinished Business:

1. **Community Study and Strategic Plan and Library Board Policy AJ:** Discussed the Community study, Strategic Planning goals, and Library Board Policy. Motion by Davis, second by Cooper to approve the Library Board Policy page A, Community Study and Strategic Planning Goals, all ayes, motion carried.

New Business:

1. **Budget Committee:** Review proposed budget that is proposed, kept expenses to a minimal increase. Need to organize a capital campaign to raise funds for Library

improvements. Motion by Porter, second by Cooper to approve the Proposed Budget for FY2021-22 as presented, all ayes, motion carried. Allsup to send budget to City.

Trustee Comments: Please check furnace filters monthly.

Agenda items for Next Meeting:

- Building Maintenance
- City Timeclock
- Pandemic Status
- Budget committee
- Capital campaign committee planning

Next meeting:

- Board meeting on February 10th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis. second by Porter all ayes, motion carried. Meeting adjourned at 7:44 PM.

Marla Carnahan

Marla Carnahan, President Pro Tem

Tina Allsup

Tina Allsup, Secretary

Springville Memorial Library Payment Vouchers			
For meeting:			
<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
Office Depot	1/12/2021	Printer, Tape	\$ 162.04
Letter Perfect		Wall Plate	\$ 19.50
Barnes and Noble		Memorial Book	\$ 25.00
Amazon		Webcam	\$ 42.79
Amazon		Birds and Blooms	\$ 19.24
Amazon		American Patchwork and Quilting	\$ 16.03
CHARGE TOTAL:		\$284.60	
Biblionix Apollo	1/21/2021	Automation Subscription	\$ 1,000.00
Country Sampler		1 Year Renew	\$ 19.98
Country Sampler Farmhouse		1 Year Renew	\$ 21.98
Midwest Living		2 Year Renew	\$ 18.00
Demco	1/11/2021	Audio Book Cases	\$ 43.49
Creative Product Source	1/20/2021	Summer Reading Supplies	\$ 196.48
Lookout Books	1/26/2021	Books	\$ 182.75
Baker and Taylor	1/8/21-1/19/21	Books	\$ 162.73
Micromarketing	1/19-1/28/21	Audio Books	\$ 184.50
Total Bills to be Approved			\$ -2,114.51
			2213.51
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$ 12.00
Springville Telephone			\$ 47.55
Total Utilities	\$ -		\$ 59.55
Total Bills			\$ 2,174.06