

Minutes

Springville Memorial Library Board Meeting October 10, 2018, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on October 10th, 2018 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: Annual Board meeting was last month, will fulfill Treasurer at the next meeting.

Director Sharing:

- Activities have been well attended. Will be having a Movie Matinee this week, serving Monster Cookies. Red Cedar Chamber will be coming on October 20th.
- Library will be hosting the November Linn Count Librarians for their monthly meeting.

Minutes: Motion by Davis, second by Carnahan to approve the minutes of the September 5th, 2018 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	9/16/2018	Headphones and Receipt Paper	\$54.14
Barnes and Noble.com	9/16/2018	Books	\$40.86
Walmart	9/18/2018	Coffee	\$52.75
Menards	9/26/2018	Wet and Forget	\$17.99
CHARGE TOTAL:			\$165.74
Caleb Horvath	9/13/2018	Books	\$360.00
Baker and Taylor	8/21-9/20/18	Books	\$210.01
Gardner Media	8/11/2018	Books	\$92.63
Diamond Lake Books	9/24/2018	Books	\$99.70
Micromarketing Inc	8/13/2018	Audio Books	\$258.49
The Gazette		1 Year Renew	\$251.80
Linn Newsletter		1 Year Renew	\$26.00
Our Iowa		2 Year Renew	\$34.98
Per Mar Security	9/8/2018	Fire and Security Monitoring	\$164.34
Hawkeye Fire and Safety	4/20/2018	Extinguisher Inspection	\$16.00

Office Machine Consultants	8/6/18-9/21/18	Meter Reading, Quarterly Fees, Service Call	\$498.00
Red Cedar Chamber		Concert Fee	\$200.00
Petty Cash	9/4/18-10/1/18	Postage	\$14.09
Total Bills to be Approved			\$2,391.78
Utility Bills- Preapproved			
Alliant Energy Sept			\$533.09
Alliant Energy Oct			\$336.38
Black Hills Energy Sept			\$40.46
Black Hills Energy Oct			\$40.76
Rudd Sanitation			\$18.50
Springville Telephone			\$39.17
Total Utilities			\$1,008.36
Total Bills			\$3,400.14

Discussed Office Machine Consultants bill, will be calling for clarification. Motion by Davis, second by Porter to pay the bills as amended with Utility bills, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$51.45
Copies/Merchandise Sales	001-4010-4-4750	\$51.50
Donations	001-4010-2-4705	\$56.99
SILO	001-4010-1--4550	\$4.00
Buresh Room Rental	001-4010-4-4310	\$150.00
Recreation Concessions	001-4010-1-4755	\$3.75
Cash Trust	169-4010-2-4705	\$500.00
Total Amount Deposited		\$817.69

Financial Report: Review financial reports from City.

Director's Report:

Circulation: City: 309 Rural: 272 Open Access: 45 SILO: 7
Computer users: 464
Patrons through the door: 1,597
Bridges eBook downloads: 76
Study Room Use: 65 with 83 patrons
Buresh Room Use: 5 paid rental, 9 library uses, 0 voting
Volunteers: 13 Volunteers for 57 hours

Program totals for September 2018

September	Activities	Children	Adult
5-Sep	activity day	20	4
6-Sep	story time	1	1
6-Sep	knitters		4

6-Sep	knitters		4
10-Sep	book group	1	10
12-Sep	activity day	21	4
13-Sep	story time	5	2
13-Sep	knitters		5
14-Sep	family movie	4	1
19-Sep	activity day	18	4
20-Sep	story time	8	3
20-Sep	knitters		3
26-Sep	wed. movie	25	5
27-Sep	AARP Smart Drivers		2
27-Sep	Story time	4	2
27-Sep	knitters		4
total	161	107	54

Yearly movies to date: 6

- **Annual Survey** – I am getting very close to the final step in completing the Annual Survey.
- **New library card holders**- We have issued several new library cards this month. This is a very encouraging trend.
- **Fall program schedule** – Mark Armstrong kicked it off with a crowd of 22 enjoying his offerings! Next week is the first Saturday afternoon matinee movie and the next week is Red Cedar Chamber. Wednesday early outs are filled with Legos, mask making, pumpkin carving and a Halloween movie/party!
- **Monday Niters** gave us a check for \$500 towards a purchase of a new computer.
- **Community Service**- This month we are partnering with Monday Niters and collecting for Way Point Shelter. October is Domestic Violence Awareness Month. Next month we will collect for SANSI.

Old Business:

1. Building Issues:

- a. Comfort Solutions – Provided an estimate to replace thermostats.
- b. Contacted 5 Heating & Cooling companies regarding estimates for services. Reviewed estimates and will take action in 2019.
- c. Total Illumination – Lighting: Back and forth communication on taxes and permit fees, they came back to correct the issue with the security lights. Allsup to send rebate form to Total Illumination.
- d. Other: Pella Window quote – need to contact them for clarification and to remove taxes. Top of the wall has been cleaned. Striker on Buresh Room door is not making contact – door needs to be lifted in place.

2. **Policy Revisions:** Nothing to review this month.
3. **Copy Machine:** Discussed in Bills section.

New Business:

New Business:

1. Computer replacement: McCall looking at new Dell computers i5 processors, 1TB hard drives, 8 GB memory, blue tooth interfaces, Windows 10 Pro estimated at \$700/each. Talking about replacing 5 units. Motion by Davis, second by Carnahan, to authorize McCall to purchase 5 computers with the maximum amount of \$3,500, all ayes, motion carried.

Correspondences and Announcements:

Agenda items for Next Meeting:

- Building Issues
- Policy Revisions
- Allsup will not be here for November meeting, need someone to take Minutes.

Next meeting: Board meeting on November 14th, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Carnahan all ayes, motion carried. Meeting adjourned at 7:26 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**