

# Minutes October 14, 2020

## Springville Memorial Library Board Meeting October 14, 2020, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on October 14<sup>th</sup>, 2020 by President Deb Vaughn.

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

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

**Public Comment:** None

**Minutes:** Motion by Davis, second by Carnahan to approve the minutes of the September 9<sup>th</sup>, 2020 meeting as corrected, all ayes, motion carried.

**Bills:**

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
Faronics	9/24/2020	Maintenance Renewal	\$127.05
CHARGE TOTAL:			\$127.05
Baker and Taylor	9/2-9/18/20	Books	\$402.30
Penworthy	7/6-9/4/20	Books	\$567.91
Lookout Books	10/6/2020	Books	\$257.63
Broadreach Books	10/6/2020	Books	\$312.51
Micromarketing Inc	10/2/2020	Audio Book	\$34.00
Our Iowa		2 Year Renew	\$34.98
The Linn Newsletter	9/4/2020	Renewal	\$35.00
Journal Eureka	9/11/2020	Renewal	\$45.00
Per Mar	9/8/2020	Fire and Security Monitoring	\$344.28
Menards	9/20/2020	Duct and Door Repair	\$24.71
Affordable Heating & Cooling	5/21 & 7/30	6-month contract and thermostat replacement	\$571.44
Petty Cash	9/21-10/6/20	Postage	\$5.32
<b>Total Bills to be Approved</b>			<b>\$2,762.13</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy - Sept			\$364.79
Alliant Energy - Oct			\$210.66
Black Hills Energy - Sept			\$33.65

Black Hills Energy - Oct	\$51.13
Wapsi Waste	\$12.00
Springville Telephone	\$349.65
<b>Total Utilities</b>	<b>\$1,022.05</b>
<b>Total Bills</b>	<b>\$3,784.18</b>

Discussed the bills to be paid. Added Affordable Heating and utility bills for October, still missing September utility bills. Motion by Carnahan, second by Porter to pay the bills as amended, all ayes, motion carried.

**Income:** Discussed the Income Report.

**Financial Report:** Reviewed financial reports from City.

**Old Business:**

1. **Building Issues:** Scott to look at Buresh room door. PJ changed the pads in the AED, good for two years. Gas meter was leaking around connector, replaced connection outside. Affordable has done the winter service.
2. **Pandemic plan updates:** Phase III is going well, people appreciate 4 days and consistent hours. Small group programming is starting, book group starting, story time is on hold - they want morning time instead of afternoon. Consensus to stay in Phase III.
3. **Derecho Insurance claim:** Don't know what the adjuster has reported on the building, still trying to get quotes. Can replace the lights now.
4. **November election:** Will not need the whole building. Will be delivering equipment on Friday the 30<sup>th</sup> and pickup on Wednesday the 4<sup>th</sup>. Motion to close the library on election day, Tuesday November 3<sup>rd</sup> by Davis, second by Carnahan, all ayes, motion carried

**New Business:**

1. **Personnel Committee:** Melanie requested a leave of absence for a minimum of 4 weeks up to 6 weeks, Personnel Committee approved the request on Tuesday. The leave will begin on Monday, October 26. May look to hiring temporary help especially for technical assistance.

**Reports:**

- Annual Survey: Will be completed this week.
- Checked on the Phone Company grant and they are still offering it. Melanie is polishing the grant application. Need three letters from community members. Have \$1,000 in matching funds for grant – STPA and Exchange State Bank.
- Accreditation application will be worked on next. Demographic information will be provided by the State.
- Board Activity calendar – will be planning for the year.

**Correspondences and Announcements:** None

**Agenda items for Next Meeting:**

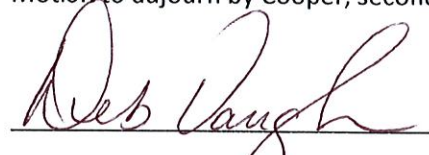
- Electronic timeclock and policy
- Pandemic plan updates
- Building Issues
- Insurance claim

- Per Mar/OMC billing concerns

**Next meeting:**

- Board meeting on November 11th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Cooper, second by Porter all ayes, motion carried. Meeting adjourned at 7:48 PM.



Deb Vaughn, **President**



Tina Allsup, **Secretary**