

**Springville Memorial Library Board Meeting
October 9, 2019, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:32 PM on October 9th, 2019 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: None

Minutes: Motion by Cooper, second by Davis to approve the minutes of the September 11th, 2019 meeting as presented, all ayes, motion carried.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
Aldi	9/24/2019	Program Snacks	\$20.92
CR Computer Repair		Rove Diagnostics	\$74.90
Amazon	9/10/2019	Dvds	\$111.92
Amazon	9/8/2019	Garden Hobby Kits	\$40.15
Amazon	9/19/2019	Books	\$50.86
Hobby Lobby	9/6/2019	Candle Hobby Kit	\$19.78
CHARGE TOTAL:			\$317.92
Consumer Reports		1 Year Renew	\$27.82
The lowan		1 Year Renew	\$24.00
Journal Eureka		1 Year Renew	\$39.00
The Gazette		1 Year Renew	\$277.72
Linda Eldred	9/11/2019	Mileage	\$16.16
Per Mar Security	9/8/2019	Monitoring 10-1/12-31-19(FA &BA)	\$334.26
Diamond Lake Books	9/1/2019	Books	\$254.54
Baker and Taylor	9/3-9/17/19	Books	\$228.90
Petty Cash	9/6-10/3/19	Postage	\$15.50
Total Bills to be Approved			\$1,536.43
Utility Bills- Preapproved			
Alliant Energy			\$382.18
Black Hills Energy			
Wapsi Waste			\$12.00

28-Sep	Red Cedar Chamber		22
29-Sep	Crafternoon		17
Total		217	120

Yearly movies to date: 3

Director & Office Manager Updates –

- Annual report is being worked on with Davis. Will be submitted on 10/11.
- State Library is updating the website for the Libraries. We are on the list to be updated.
- Will start tracking access to our internet access.

Old Business:

- 1. Security upgrades Per Mar:** No updates – things are working 93% as expected.
- 2. Building Issues:**
 - a. Janitorial Discussion items: Scott would like to have a list of tasks to be completed with timelines and dates. Cooper and Linda to start working on a list of tasks.
 - b. Tables are being researched to replace the tops.
 - c. Outside cameras – may need to get a couple of quotes.
- 3. Outdoor Furniture update:** Bench arrived damaged and needs to be sent back. Waiting to hear from company.
- 4. Shelving:** Received quote of \$1,125 for one shelving unit. Need to have a discussion regarding the pictures.
- 5. Committees:** No updates.
- 6. Procedures:** No updates.

New Business:

- 1. Policy Revisions:** Motion by Porter, second by Carnahan, to approve all section in the Staffing (STA) Policy section except for STA-8 and STA-9, all ayes, motion carried.

Correspondences and Announcements: None

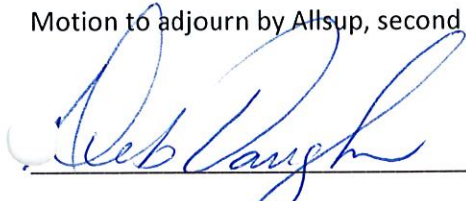
Agenda items for Next Meeting:

- Building Issues
- Procedure revisions
- Policy Revisions
- Committees
- Outdoor Furniture
- Shelving

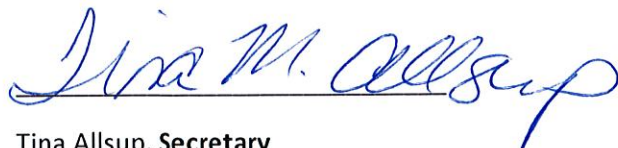
Next meeting:

- Board meeting on November 13th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Porter, all ayes, motion carried. Meeting adjourned at 7:50 PM



Deb Vaughn, President



Tina Allsup, Secretary

Springville Telephone	\$39.61
Total Utilities	\$433.79
Total Bills	\$1,970.22

Discussed the bills to be paid. Motion by Allsup, second by McCall to pay the bills as presented, all ayes, motion carried.

Income:

Fines	001-410-1-4530	\$4.00
Copies/Merchandise Sales	001-410-4-4750	\$20.50
Donations	001-410-2-4705	
SILO	001-410-1--4550	\$6.00
Buresh Room Rental	001-410-4-4310	\$127.50
Recreation Concessions	001-410-1-4755	\$7.50
Savings	169-410-2-4705	\$75.00
Total Amount Deposited		\$240.50

Financial Report: Review financial reports from City.

Director's Report:

Circulation: City: 373 Rural: 227 Open Access: 36 SILO: 3
Computer users: 453
Patrons through the door: 1,355
Bridges eBook downloads: 72
Study Room Use: 21 with 41 patrons
Buresh Room Use: 3 paid rental, 10 library uses, 0 voting
Volunteers: 10 Volunteers for 56 hours

Program totals for August 2019

September	Activities	children	adults
4-Sep	activity	24	4
7-Sep	sewing		2
9-Sep	book group		8
10-Sep	crafterevening		16
11-Sep	activity	23	4
12-Sep	story time	3	2
18-Sep	activity	26	4
21-Sep	family movie	13	10
25-Sep	activity movie	27	6
26-Sep	story time	4	2