

Minutes

Springville Memorial Library Board Meeting November 10, 2021, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:33 PM on November 10th, 2021 by President Deb Vaughn.

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

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

Business/Financial Correspondence - None

Minutes: Motion by Cooper, second by Porter to approve the minutes of the October 13th, 2021 meeting as presented, all ayes, motion carried.

Public Comment: Dedicated public wanting to listen to the meeting.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Faronics	10/19/2021	Deep Freeze 3 yr renewal	\$317.68
CHARGE TOTAL:			\$317.68
Allied Glass	10/27/2021	Install auto door (Savings already pd)	\$2,514.02
Baker & Taylor	10/7-10/25/21	Books	\$202.31
Delancy Electric	10/25/2021	Electrical for auto door (Savings already pd)	\$2,675.00
East West books	10/12/2021	Books	\$193.91
Micromarketing	10/28/2021	CD's	\$99.97
Mother Earth News	8/27/2021	1 yr renewal	\$17.00
National geographic	11/1/2021	1 yr renewal	\$39.00
OMC	10/11/2021	Rental contract 11/14/21-2/13/22	\$204.00
OMC	10/11/2021	Copies 8/14-11/13/21	\$99.31
Penworthy	10/18/2021	Books	\$392.96
Reminisce	10/15/2021	1 yr renewal	\$12.98
USPS	8/10-8/27/21	Postage	\$25.28
Total Bills to be Approved			\$6,475.74
Utility Bills- Preapproved			
Alliant Energy			\$0.00
Black Hills Energy			\$118.79

Wapsi Waste	\$12.50
Springville Telephone	\$48.26
Total Utilities	\$179.55
Total Bills	\$6,655.29

Additional Bills – One from OMC copy count, \$99.31 to be paid and received Black Hills Energy. Motion by Davis, second by Carnahan to pay the bills as amended, all ayes, motion carried.

Income: Reviewed income report

Missing or Damaged fees	001-410-1-4530		
Copies/Merchandise Sales	001-410-4-4750	\$19.20	
Donations	001-410-2-4705		
SILO	001-410-1--4550		
Buresh Room Rental	001-410-4-4310	\$85.00	Vaske \$50 Enos \$35
Recreation Concessions	001-410-1-4755		
Savings	169-410-2-4705	\$2,500.00	STPA \$1000 Security State \$500 Anonymous \$1000
Total Amount Deposited		\$2,604.20	

Financial Report: Reviewed October report from the City.

Correspondence: None

Reports:

- o **Director's Report**
 - o **Continuing Education opportunities**
 - **Acting on Input** (Last in the series) November 17, 2021 10:00 am-11:00 am
 - **Boardroom Series 2021- Key to the City- Forming relationships between Boards and Councils.** November 17, 2021 6:00pm-7:30pm
 - o **Automatic door project completed**

This project was completed on November 1. The system seems to work well. Patrons will get used to it eventually and the patrons who have used it are very pleased. The setup does require staff to turn on system in morning and shutting down at closing. A procedure has been written and posted in the workroom on bulletin board by the safe.
 - o **Staff Projects in progress**

Edie is organizing files and fine tuning her area and working on our overdues.
Brittany is diving into the website and seeing its possibilities, she is also helping us with graphics.
I am working on more programming, trying to line up an author and work with SANSI to show movies and have events with them.
 - o **Upcoming project focus**
 - On December 28th, 1846 Iowa became a state. That was 175 years ago. We hope to recognize this event with projects for children and adults not only in December but in the upcoming months.
 - Reminder on the Tree Walk for December, please advocate for us, if you have an organization

that would like to put up a tree.

- During the month of November, we are talking donations for Waypoint please pass along.
- Programming reminder – Mark Armstrong will be performing in the library Saturday November 20th from 1-2.
- Window Washers December 3rd
- Gifted a laser printer and will be receiving a Circuit.
- Requesting to close Library November 26 & 27. This would need to be a policy update.
- Increasing Assistant Library Director to \$12.00 per hour.

o **President's Report:**

- o Receipt printer and door counter have been ordered. Hoopla Now should be working – tech appointment on Friday. Company provided a price sheet for Solar Benches.

o **Trustees Report:**

- o Computer cleanup and printed report. Not sure what to do with extra equipment in Library.

o **Friends' Report**

- o No report.

Unfinished Business:

1. **Planned laptop & monitor purchase amount discussed in October.** Motion by Davis, second by Porter to allow \$5,000 for office laptops and equipment (shipping may be extra), all ayes, motion carried.

New Business:

1. **Technology Maintenance** – Brittany will be doing computer updates
2. **Leadership Review** - review/discuss board leadership: Will discuss at December meeting.

Trustee Comments:

- Roles as Board Member: Who should be spearheading projects - board member or director? Both are needed
- Library director to give guidance on budget.

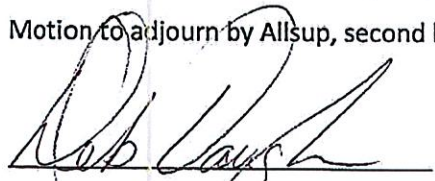
Agenda items for Next Meeting:

- Policy Gov-3
- Computer purchase
- Leadership Review

Next meeting:

- Board meeting on December 8th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Porter all ayes, motion carried. Meeting adjourned at 8:13 PM.



Deb Vaughn, President

Tina Allsup, Secretary