

## Springville Memorial Library Board Meeting

November 13, 2019, 6:30 PM

Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on November 13<sup>th</sup>, 2019 by President Deb Vaughn.

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

**Agenda:** Motion by Porter, second by Cooper to approve the agenda with the addition of Fall Schedule and automation change and correction of changing Office Manager to Assistant Library Director, all ayes, motion carried.

**Public Comment:** None

**Friends' Report:** Cheryl Weld introduced herself as the Friends liaison. They are receiving good response to the carts in the library. The Veteran giveaway is going well. Their meeting is next Thursday.

**Minutes:** Motion by Cooper, second by Carnahan to approve the minutes of the October 9<sup>th</sup>, 2019 meeting as corrected, all ayes, motion carried.

### Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b>CREDIT CARD CHARGES:</b>			
Amazon	10/11/2019	Book	\$12.54
Target	10/11/2019	DVD's	\$42.78
Menards	10/20/2019	Cleanser and Paper Towels	\$53.83
CHARGE TOTAL:			\$109.15
Diabetic Living		2 Year Renew	\$19.96
Herb Quarterly		1 Year Renew	\$19.97
Linn Newsletter	11/1/2019	1 Year Renew	\$27.00
Demco	10/29/2019	Barcodes	\$48.85
OMC	10/14/2019	Quarterly Fee-11/14-2/13/2020	\$204.00
Junior Library Guild	11/1/2019	Subscription Fee	\$584.90
Penworthy Publishing	10/24/2019	Books	\$329.87
Baker and Taylor	9/27-10/22/19	Books	\$257.66
Petty Cash	10/9-11/7/19	Postage	\$21.21
<b>Total Bills to be Approved</b>			<b>\$1,622.57</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$265.20
Black Hills Energy			\$98.05
Wapsi Waste			\$12.00
Springville Telephone			\$42.34

<b>Total Utilities</b>	\$417.59
<b>Total Bills</b>	\$2,040.16

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

**Income:**

Fines	001-410-1-4530	\$54.50
Copies/Merchandise Sales	001-410-4-4750	\$125.25
Donations	001-410-2-4705	\$100.00
SILO	001-410-1--4550	\$20.00
Buresh Room Rental	001-410-4-4310	\$115.00
Recreation Concessions	001-410-1-4755	\$2.50
Savings	169-410-2-4705	\$75.00
<b>Total Amount Deposited</b>		<b>\$492.25</b>

**Financial Report:** Review financial reports from City. Question about the amount paid out for salaries, will check with City Hall to answer this question

**Director's Report:**

**Circulation:** City: 341 Rural: 290 Open Access: 15 SILO: 4  
**Computer users:** 494  
**Patrons through the door:** 1,507  
**Bridges eBook downloads:** 87  
**Study Room Use:** 53 with 60 patrons  
**Buresh Room Use:** 2 paid rental, 11 library uses, 0 voting  
**Volunteers:** 10 Volunteers for 56 hours

**Program totals for October 2019**

October	Activity	Children	Adult
2-Oct	activity	27	6
3-Oct	story time	5	3
9-Oct	activity	28	6
10-Oct	story time	4	2
16-Oct	activity	25	4
17-Oct	story time	8	3
23-Oct	activity	28	6
24-Oct	story time	9	3



30-Oct	activity	28	6
31-Oct	story time	3	1
31-Oct	Halloween movie	6	2
<b>total</b>	<b>213</b>	<b>171</b>	<b>42</b>

**Yearly movies to date: 5**

#### **Director & Assistant Library Director Updates –**

- **Steam to go Kits** – I have added 4 (7 total) more kits based on the popularity of our original ones.
- **The Procedure Manual** – work in progress.
- **Who-Fi Tablet:** Arrived late in October and it is now documenting our wireless use. We got our first insight report and we have a total of 59 wireless users for the month.
- **Rove-** The Rove is still in the workroom if anyone can get it working
- **Movie License-** Advertising for our movies and how we want to proceed.
- Annual Survey is done and sent in.
- The Christmas Walk will start on November 29.
- The Procedure Manual is to be done and presented at the January meeting.
- In March the Master Gardeners will be presenting a program every Thursday night.
- Jean's Soap will be coming Saturday to talk about soaps and essential oils.

#### **Old Business:**

##### **1. Building Issues:**

- a. Janitorial Discussion items: Linda is to meet with Susan and Scott to finalize the list of tasks for the janitor.
- b. Tables are being researched to replace the tops. Treva will inquire about if the tops can be removed and replaced.
- c. Outside cameras – Another security company was given to the president to add to the list of companies to ask for quotes.

**2. Belson Outdoor furniture update:** The paint kit for the bench has arrived along with a \$500 refund. Vaughn will cover the damaged table for the winter.

**3. Shelving:** Cooper moved to purchase one double-sided unit from IPI for \$1,125 plus cost of installation, negating the previous motion. Carnahan seconded, all ayes, motion carried.

**4. Policies:** Motion by Cooper, second by McCall, to approve Staffing policies, STA-8 Personnel Records and STA-9 Hours of Service, as presented, all ayes, motion carried.

#### **New Business:**

- 1. Fine Free Decision:** Motion by Carnahan, seconded by Porter to have a three month fines amnesty from December-February. All ayes, motion carried
- 2. Automation Change:** Melanie has been researching new automation systems. She has recommended that we switch over to Apollo. All of the information will transfer and no reentry is necessary. Pricing has been received. Melanie was instructed to get the free demo and see if this will work with our library.

**Correspondences and Announcements: None**

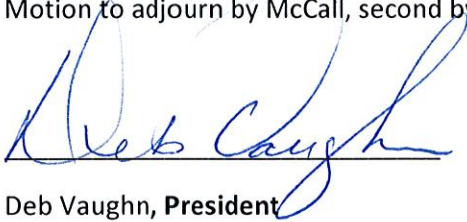
**Agenda items for Next Meeting:**

- Building Issues
- Apollo Automation Software
- Committees


**Next meeting:**

- Board meeting on December 11th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by McCall, second by Carnahan, all ayes, motion carried. Meeting adjourned at 7:45 PM



Deb Vaughn, **President**



Treva Davis, **Secretary Pro-tem**