

Minutes

Springville Memorial Library Board Meeting December 12, 2018, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on December 12th, 2018 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: Plan to have Meal and a Movie on December 26. Cart sales are good, selling as Christmas presents.

Director Sharing: Trees are up. Author last Saturday and will be coming back in the spring. Concert on Thursday night.

Minutes: Motion by Chizek, second by Porter to approve the minutes of the November 14th, 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>			
Theisens	11/30/2018	Storage Tubs	\$12.82
CPR Cedar Rapids	11/9/2018	Tablet Repair	\$149.00
Menards	12/2/2018	Janitorial Supplies	\$134.78
Amazon	11/9/18-11/16-18	DVD's	\$138.25
CHARGE TOTAL:			\$434.85
The Iowan		6 issue renew	\$24.00
Iowa History Journal		6 issue renew	\$18.95
Penworthy Publishing	11/27/2018	Books	\$111.00
Ice Cube Press	11/10/2018	Book	\$8.97
KnowBuddy Books	12/5/2018	Books	\$151.58
Baker and Taylor	10/30-11/23/18	Books	\$189.04
Frederick Blanch	11/29/2018	Book	\$23.65
Office Machines Consultants	9/17-02/12/19	Contract Fees and Meter Reading	\$534.46
Petty Cash	11/10-12/3/18	Postage	\$34.16
Total Bills to be Approved			\$1,530.66
Utility Bills- Preapproved			
Alliant Energy			\$304.50

Black Hills Energy		\$200.95
Rudd Sanitation		\$18.50
Springville Telephone		\$40.47
Total Utilities		\$564.42
Total Bills		\$2,095.08

Office Machines bill is higher than normal – this is actually for 6 months, instead of 3 months as normal. Motion by Porter, second by Davis to pay the bills as presented, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$18.95
Copies/Merchandise Sales	001-4010-4-4750	\$62.68
Donations	001-4010-2-4705	
SILO	001-4010-1--4550	\$6.00
Buresh Room Rental	001-4010-4-4310	\$50.00
Recreation Concessions	001-4010-1-4755	\$2.50
Cash Trust	169-4010-2-4705	
Total Amount Deposited		\$140.13

Financial Report: Review financial reports from City.

Director's Report:

Circulation: City: 380 Rural: 300 Open Access: 39 SILO: 3
Computer users: 523
Patrons through the door: 1,939
Bridges eBook downloads: 55
Study Room Use: 52 with 61 patrons
Buresh Room Use: 2 paid rental, 5 library uses, 1 voting
Volunteers: 10 Volunteers for 56 hours

Program totals for November 2018

November	Activities	Children	adults
1-Nov	story time	4	1
1-Nov	knitters		4
1-Nov	Activity movie	28	7
1-Nov	Good old country	6	25
4-Nov	crafternoon	2	10
5-Nov	book group		7
8-Nov	story time	4	1
8-Nov	knitters		5
10-Nov	author	3	16
14-Nov	Wednesday activity	25	5
15-Nov	story time	2	2

15-Nov	knitters		6
17-Nov	Family movie	1	2
21-Nov	Wed Activity	2	2
28-Nov	Wednesday movie	25	6
29-Nov	story time	1	1
29-Nov	knitters		3
Total		206	103

Yearly movies to date: 9

- Librarian Recertification is due December 31, 2018. The paperwork has been filed; this will be good for 3 years.
- Programming has gone well this last month. We will slow down on programming for January and February due to the uncertainty of the weather during that time.

Old Business:

1. **Building Issues:** Estimate from Comfort Solutions for blower in fireplace for \$313. Motion to have Comfort Solution to install the fireplace fan for a total of \$313 by Davis, second by Carnahan all ayes, motion carried.
2. **Policy Revisions:** Motion to approve the modifications to the Inf sections as amended by Allsup, second by Carnahan, all ayes, motion carried.
3. **Computer replacement:** Better prices were available after Black Friday. They are \$529 each with enough capabilities to support the patrons. This will allow us to purchase 6 machines and stay within the \$3,500 budget. Opportunity to train our staff to assist in setting up the computers.

New Business:

1. **Security Upgrades:** Looking to automate opening and closing of the library. Changing the outer door lock so it can be opened by badges. Would need ability to have zones for the alarm system. Also gives remote capability to turn alarms on and off. Roughly \$2,200 upfront cost and an additional \$50 per month ongoing. Would need additional policies in place for rental policies. Will need to get additional information. Allsup to setup a document for sharing questions.
2. **Budget:** Budget Committee will be meeting in December and will present a Budget at the January meeting. Budget recommendations: Marketing, Security Upgrades, Salary Review, Hourly Review, Outdoor Seating Area.


Correspondences and Announcements:

Agenda items for Next Meeting:

- Building Issues
- Policy Revisions
- Computer replacement
- Security Upgrades
- Budget

Next meeting: Board meeting on January 9th, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Davis all ayes, motion carried. Meeting adjourned at 8:07 PM


Deb Vaughn, **President**
Tina Allsup