

Minutes

**Springville Memorial Library Board Meeting
December 9, 2020, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:37 PM on December 9th, 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 Porter, second by Carnahan to approve the agenda as presented, all ayes, motion carried.

Minutes: Motion by Davis, second by Cooper to approve the minutes of the November 11th, 2020 meeting as presented, all ayes, motion carried.

Public Comment: None

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
CHARGE TOTAL			\$0.00
Baker & Taylor	11/12/2020	Books	\$171.73
Baker & Taylor	11/6/2020	books	\$16.24
MicroMarketing	11/10/2020	Books on CD	\$88.78
MicroMarketing	11/24/2020	"	\$73.51
MicroMarketing	11/24/2020	"	\$45.00
National Geographic	1 year	Subscription	\$39.00
Total Bills to be Approved			\$434.26
Utility Bills- Preapproved			
Alliant Energy			\$200.64
Wapsi Waste			\$12.50
Springville Telephone			
Black Hills Energy			
Total Utilities			\$213.14
Total Bills			\$647.40

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

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$75.50

Agenda items for Next Meeting:

- Strategic Planning
- City Timeclock
- Budget committee

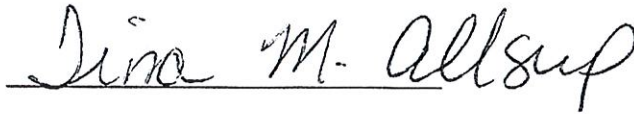
Next meeting:

- Board meeting on January 13th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Carnahan all ayes, motion carried. Meeting adjourned at 8:12 PM.



Deb Vaughn, **President**



Tina Allsup, **Secretary**

Donations	001-410-2-4705	\$28.50
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$65.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$515.00
Total Amount Deposited		\$2,525.84

Savings is a donation for Pat Rose. Also deposited the State Library Open Access/InterLibrary Loan check. Discussed the Income Report.

Financial Report: Reviewed financial reports from City.

Public Comment: None

Correspondences and Announcements: Budget Committee needs to meet to begin work on next year budget.

Reports:

- Personnel Committee – Melanie has requested extension of her leave, until January 4th.
- Director's Report
 - Barb Feller, author of a book about Grant Wood. She would like to have a book launch of Feb 13, via Zoom, in conjunction with Lena Gilbert.
 - Support Groups flyers have been created. Will include them in curb side checkout. Curbside checkout going very well, approximately 50 check outs a day.
 - Tree Walk – wasn't in City Newsletter so we are not sure how many trees will be displayed.
 - Strategic Planning and Community Study – Discuss the study and goals provided.
 - Grant application is ready to be submitted.
 - Web page – looking for information to update web page. Davis has volunteered to help make changes for hours.
- City Timeclock – Policy Committee has written a policy specific to Library for review. Will see how the City employees are using it. Cost for using the system, who would be paying this?
- Building Maintenance – DeLancy work complete and bill was sent to City Hall. Scott is back to work.
- Pandemic Procedures
 - Buresh Room Rentals – no rental will be allowed in December, will refund the deposits.
- Insurance Claim – no new information, need to find out when repairs need to be completed by.

Unfinished Business: None

New Business:

1. **Library associate and library intern policy:** Discussed two options for Library Associate/Intern or Internship policy Motion by McCall, second by Cooper to approve the Sta-16 Internship policy with amendments as strike first sentence in Job Summary and adding that this position reports to the library director, all ayes, Carnahan abstain, motion carried.