

Minutes

Springville Memorial Library Board Meeting February 13, 2019, 6:30 PM Buresh Room

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

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

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

Public Comment: None

Friends' Report: None

Director Sharing: None

Minutes: Motion by Davis, second by McCall to approve the minutes of the January 9th, 2019 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>			
Amazon.Com	1/4/2019	Screen cleaner, pens, markers	\$44.90
Dell. Com	1/16/2019	New Computers (6)(Cash Trust)	\$3,049.92
CHARGE TOTAL			\$3,095.87
Baker And Taylor	1/3/19-1/22-19	Books	\$23.69
Demco	1/2/2019	Barcodes, Labels, Hanging Bags	\$95.34
Iowa Gardener		3 Year Renew	\$49.95
Wapsipinicon Almanac	1/15/2019	Almanac #25	\$9.00
OMC	1/14/2019	Quarterly Fee (Feb-May)	\$204.00
Petty Cash	1/10/19-2/8-19	Postage	\$56.75
Total Bills to be Approved			\$3,533.55
<u>Utility Bills- Preapproved</u>			
Alliant Energy			\$541.17
Black Hills Energy			\$289.23
Rudd Sanitation			\$18.50
Springville Telephone			\$40.25
Total Utilities			\$889.15
Total Bills			\$4,422.70

Discussed the bills to be paid, utility bills were added. Motion by Davis, second by Porter to pay

the bills as presented, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$10.80
Copies/Merchandise Sales	001-4010-4-4750	\$44.80
Donations	001-4010-2-4705	\$52.00
SILO	001-4010-1--4550	\$4.00
Buresh Room Rental	001-4010-4-4310	\$225.00
Recreation Concessions	001-4010-1-4755	\$47.00
Cash Trust	169-4010-2-4705	\$670.00
Total Amount Deposited		\$32,749.43

Financial Report: Review financial reports from City.

Director's Report:

Circulation: City: 252 Rural: 253 Open Access: 15 SILO: 8
Computer users: 329
Patrons through the door: 1,251
Bridges eBook downloads: 62
Study Room Use: 32 with 41 patrons
Buresh Room Use: 4 paid rental, 7 library uses, 0 voting
Volunteers: 9 Volunteers for 55 hours

Program totals for January 2019

January	Activity	children	adult
2-Jan	Wed. activity	12	4
3-Jan	knitters		5
6-Jan	crafternoon		15
7-Jan	book group		8
9-Jan	Wed. Activity	28	5
10-Jan	story time	1	1
10-Jan	knitters		6
16-Jan	Wed. activity	18	3
17-Jan	story time	1	1
19-Jan	Pinicon Drift	3	38
total		149	86

Yearly movies to date: 10

- **Continuing Education-** I registered for 3 classes and was unable to sit in on any of them due to weather and closings. I will go into the archive in the State Library site and try to watch them at a later date. The classes dealt with the summer reading program.
- **Linn County Librarians Meeting-** We had a meeting in Fairfax Wednesday February 6th I did not

attend. The next meeting is May 8th in Marion.

- Rove computer: Do the games on it require WiFi? If not, just disable WiFi until patching is required. Allsup to send email asking what is on the machine.

Old Business:

1. **Building Issues:** Table leg (table with puzzle on it) in library needs to be looked at. Table in lobby needs to be studied. Deadline to repair table legs by end of month. Women's rest room – need a copy of Maintenance and Operation manual. Looking to get a quote to add a brace to keep the doors in the correct location. Storage needs to be addressed; Spring Cleaning will be coming soon. Need to look at storage closets – need to be able to walk around in them. Look at ways to store chairs to allow access to AV equipment: [Link](#). Verify there is a bucket of ice melt available.
2. **Computer replacement:** Computers have arrived; Melanie is working through the Windows Updates. May need additional policies.
3. **Proposed Budget FY2019-20:** Davis and Allsup presented the Budget to the City at a Budget Meeting. Budget was verbally approved with a change to the Insurance amount being lowered by the City.
4. **Per Mar:** Review proposal from Per Mar regarding door security, remote locking, this is a streamlined version incorporating all alarms. Michael will come back next month for demonstration.
5. **Policy Revisions:** None for this month.

New Business: None

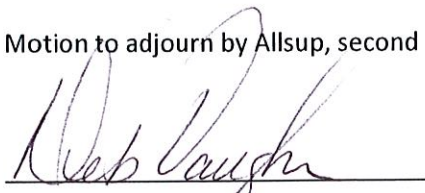
Correspondences and Announcements: None

Agenda items for Next Meeting:

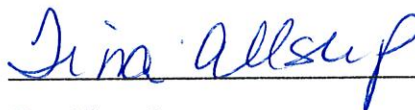
1. Building Issues
2. Computer replacement
3. Security Upgrades - Per Mar security

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

Motion to adjourn by Allsup, second by McCall, all ayes, motion carried. Meeting adjourned at 8:21 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**

Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Amazon.com	3/4/2019	Coffee Cups	\$25.15
Amazon.com	2/17/2019	Book/DVD's/Sales Tax	\$76.17
Marion Janitorial Supplies	2/27/2019	Paper Towels/Toilet Cleaner	\$75.48
Fareway	2/16/2019	Kleenex	\$4.80
WebstaurantStore	2/14/2019	2 chair carts	\$291.45
CHARGE TOTAL:			\$473.05
Baker and Taylor	2/4/2019	Book	\$15.46
Follett	2/1/2019	Service Renew	\$885.00
Psychology Today		2 Year Renew	\$29.97
Better Homes and Gardens		1 Year Renew	\$10.99
Petty Cash	2/8/19-3/5/19	Postage	\$34.89
Total Bills to be Approved			\$1,449.36
Utility Bills- Preapproved			
Alliant Energy			\$465.81
Black Hills Energy			\$250.46
Rudd Sanitation			\$18.50
Springville Telephone			\$39.62
Total Utilities			\$774.39
Total Bills			\$2,223.75