

Minutes

Springville Memorial Library Board Meeting
March 10, 2020, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on March 10th, 2021 by President Deb Vaughn.

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

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

Minutes: Motion by Davis, second by McCall to approve the minutes of the February 10th, 2020 meeting as presented, all ayes, motion carried.

Public Comment: Received \$500 donation from the Exchange State Bank.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Amazon	2/28/2021	Books	\$45.90
Barnes and Noble	2/23/2021	Book	\$53.49
Marion Janitorial	2/15/2021	Toilet paper, paper towels, toilet cleaner	\$101.60
Staples	3/4/2021	Tape, File Folder	\$32.40
CHARGE TOTAL:			\$233.39
Lookout Books	2/26/2021	Books	\$314.94
Diamond Lake Books	1/31/2021	Books	\$371.97
MidAmerica Books	1/21/2021	Books	\$99.77
Baker and Taylor	2-1-21/2-22-21	Books	\$105.81
OMC	11/11/2020	Meter reading 8/14-11/13/2020	\$86.78
OMC	1/14/2021	Contract 2/14-5/13/2021	\$204.00
OMC	2/9/2021	Meter reading 11/14/20-2/13/2021	\$68.93
Micromarketing Inc	2-11-21/2-16-21	Audio Books	\$147.00
Total Bills to be Approved			\$1,632.59
<u>Utility Bills- Preapproved</u>			
Alliant Energy			
Black Hills Energy			\$232.40
Wapsi Waste			\$12.00
Springville Telephone			\$45.63

Total Utilities		\$290.03
Total Bills		\$1,922.62

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

Income:

Missing or Damaged fees	001-410-1-4530	\$25.00
Copies/Merchandise Sales	001-410-4-4750	\$23.25
Donations	001-410-2-4705	\$6.95
SILO	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$1,000.00
Total Amount Deposited		\$24,933.13

Received 2 donations of \$500 from Springville Tractor Pull Association and Springville Cooperative Telephone Association. Also received amount from Linn County.

Financial Report: Reviewed January and February reports from the City. CD was added to the Money Market account that we already had in place.

Correspondence: Received a thank you and gift bag from a Marion Library patron.

Reports:

- **Director's Report**
 - Revamping shelving to display the STEM/STEAM kits.
 - Accreditation – Finalized and submitted. Upcoming deadlines: Bridges Letter of Agreement and Enrich Iowa Agreement.
 - Automatic Doors – Waiting on a bid from Allied Glass.
 - Makerspace/nook – Contacted John Bohlken for an estimate.
 - Self-serve check-out – We have all the materials except a scanner, two scanners have been ordered.
 - Research to be done for 360Chat – would like to know how other small libraries are using it, Board Calendar. New Trustee handbook is available for download.
 - Board member term expiring June 30, 2021 for Davis.
- **Building Maintenance** – Roof has been patched and the tarp is still covering a section.

Unfinished Business:

1. **Budget Committee:** The City is approving the budget as it. Would like to start finding place to trim their budgets during this year and next year's budget.
2. **Strategic Planning**
 - a. **Allied Glass Automatic Doors bid:** They came out on March 3rd for an estimate.
 - b. **US Cellular hotspot information:** Vaughn asked for more information. There is a zoom meeting from US Cellular discussing the options.
3. **Capital Campaign preliminary work:** Discussed the flyers that have been created.

4. **Building Issues – Roof Damage:** Engineer was here to inspect the roof on March 9th. Nate from Xtra Mile Exteriors was here as a consult as well. All areas appear to be tarped at this time. Tyson Jacobi answered questions concerning the insurance claim.

New Business:

1. **Software Upgrade – Office 19:** Recommend continuing to use Office 2010 currently. Need to check TechSoup for pricing options on multiple computers.

Trustee Comments: None

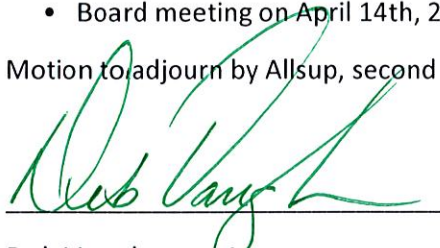
Agenda items for Next Meeting:

- Building Maintenance
- Pandemic Status
- Capital campaign planning
- Strategic Planning review
- Budget Committee

Next meeting:

- Board meeting on April 14th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Porter all ayes, motion carried. Meeting adjourned at 7:59PM.



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>			
Barnes and Noble	4/2/2021	Book	\$16.00
Amazon	3/11/2021	Wireless barcode scanner/Portable Phone	\$54.53
Letter Perfect	3/18/2021	Brass Plates	\$19.00
USPS	4/7/2021	Box renewal	\$66.00
CHARGE TOTAL:		\$155.53	
Baker and Taylor	2/24/21-3/16/21	Books	\$201.84
Better Homes and Gardens		1 Year Renew	\$18.00
Fons and Porters		1 Year Renew	\$24.95
The Gazette		1 Year Renew	\$303.03
Per Mar Security	3/8/2021	Fire and Security Monitoring	\$344.28
Affordable Heating & Cooling	1/21/2021	Furnace Maintenance	\$179.92
Petty Cash	2/9/21-3/30/21	Postage	\$11.71
Total Bills to be Approved			\$1,239.26
Utility Bills- Preapproved			
Alliant Energy			\$229.83
Black Hills Energy			\$134.90
Wapsi Waste			\$12.00
Springville Telephone			\$47.82
Total Utilities			\$424.55
Total Bills			\$1,663.81