

Springville Memorial Library Board Meeting
March 11, 2020, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on March 11th, 2020 by President Deb Vaughn.

Present were: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, and Deb Vaughn. Linda Eldred, Melanie Vaughn and Cheryl Weld were also in attendance. James Porter was absent, Daryl McCall arrived at 6:35.

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

Public Comment: None

Friends' Report: Easter Event on Saturday before Easter after Easter Egg Hunt. Bunny will be here and doing a craft activity. Friends have donated \$100 for Crafternoon supplies. Meeting will be Thursday.

Minutes: Motion by Davis, second by Cooper to approve the minutes of the February 12th, 2020 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>			
OfficeMax	10/8/2019	Paper (already paid)	\$36.56
OfficeMax	1/9/2020	Paper, Tape, Sharpies (already paid)	\$52.45
Kevin's A1 Vacuum	2/12/2020	New Vacuum	\$275.00
Target	2/28/2020	Frozen II DVD	\$27.38
Amazon	2/21/2020	Labels, book ends, hole punch	\$47.06
Sam's Club	2/18/2020	Buresh Tables (Savings)	\$135.96
CHARGE TOTAL:			\$598.80
Menards	2/23/2020	Cleaning supplies	\$24.39
Gardner Media	8/31/2019	Books	\$76.71
Baker and Taylor	1/31/20-2/19/20	Books	\$261.79
Smart Apple Media	3/2/2020	Books	\$242.72
Micromarketing Inc	2/20/20-2/25/20	Audio Books	\$95.00
Martelle Library		Coloring Posters (Summer Reading)	\$75.10
Biblionix	2/14/2020	Migration to Apollo, Subscription Fee, Gabbie Texting Service	\$2,400.00
Midwest Living		1 Year Renew	\$8.00
Country Farmhouse		1 Year Renew	\$21.98
Total Bills to be Approved			\$3,780.10
Utility Bills- Preapproved			
Alliant Energy			\$492.73

Black Hills Energy	\$295.85
Wapsi Waste	\$12.00
Springville Telephone	\$41.83
Total Utilities	\$842.41
Total Bills	\$4,622.51

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

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$105.90
Donations	001-410-2-4705	\$35.00
SILO	001-410-1--4550	\$8.00
Buresh Room Rental	001-410-4-4310	\$225.00
Recreation Concessions	001-410-1-4755	\$1.25
Savings	169-410-2-4705	
Total Amount Deposited		\$34,195.23

Financial Report: Review financial reports from City.

Director's Report:

Circulation:	City:	Rural:	Open Access:	SILO:
Computer users:	214			
Patrons through the door:	1,278			
Bridges eBook downloads:	67			
Study Room Use:	10 with 30 patrons			
Buresh Room Use:	2 paid rental, 8 library uses, 0 City			
Volunteers:	8 Volunteers for 52 hours			

Program totals for February 2020

February	Activity	Children	adults
2-Feb	crafternoon		15
3-Feb	book group		10
5-Feb	activity valentines	21	4
6-Feb	story time	2	1
8-Feb	family movie	5	2
12-Feb	string art activity	26	4

13-Feb	story time	2	1
19-Feb	activity watercolor/legos	28	5
20-Feb	story time	6	2
26-Feb	activity movie	28	4
total	166	118	48

Yearly movies to date: 13

Director & Assistant Library Director Updates – CE Credit for State Certification

- Space Planning Webinar 1.5 credit.
- Pop YS Live (Having to do with youth services) 1 credit
- All Iowa Reads 2020 – Exploring the shortlist 1 credit
- In-Person Summer Library Program Workshop North Liberty 4 credits
- Director Roundtable SE – Iowa City Public Library 3 credits
- The Kids First Conference for Youth Librarians April 6-7, 2020 will give me a good number of credits on completion. Motion by Carnahan, second by McCall to approve Linda's attendance at the Kids First Conference, all ayes, motion carried.

Master Gardener March Series was well attended for the first week and we hope this will continue.

Apollo system is going well, lots to get used to. If you will notice on the Breakdown in circulation, there are no figures. I failed to find the path to it for this time but am confident I will find them.

The Friends purchased 2 tables to replace the broken ones in the Buresh room.

Charity Grant Program: Received \$1,000 in matching funds – Exchange Bank, Springville Tractor Pull Association. Still working on plan for items that we would like to purchase for Library.

Summer Reading Program request: Sending request to Hills Bank regarding Summer Reading program and their donation.

Old Business:

1. **Building Issues:** Security – All Secure would be \$4,000 -\$6,000 since they would need to pull in a full system, can have them do a walkthrough. Will review quote from Sweet Spot. Issues with security, one was to do an electrical shock when opening a door. Will be training Melanie and a third person on software. Flag pole light bulb is broken and needs to be replaced.
2. **Custodian Duty List:** Received input from Scott on list of duties. Discussed professionally cleaning the floors, will reach out for quotes. Motion by Davis, second by Allsup to approve the Custodian Job Description as presented, all ayes, motion carried.
3. **Procedures Open/Close Revision:** No action this meeting.
4. **Fine Policies:** Motion by McCall, second by Allsup to approve the changes to Cir-1 Access to Library Materials and Cir-9 Fees as amended, all ayes, motion carried.

New Business:

1. **Shelving:** Running out of space in Children's area. Quote provided by IPI for \$875 per unit. Motion by Cooper, second by Davis to purchase 2 double sided bookshelves with delivery and installation from IPI, all ayes, motion carried.
2. **Trustee/Employee/General communication:** Email communication is used for information and not discussion.
3. **Board Opening June 30, 2020:** Will need to post on normal channels.

Correspondences and Announcements: Melanie will be on vacation in two weeks.

Agenda items for Next Meeting:

- Building Issues
- Procedures Open/Close and Apollo

Next meeting:

- Board meeting on April 8th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by McCall, second by Carnahan all ayes, motion carried. Meeting adjourned at 7:53 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**