

# Minutes

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

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

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

**Agenda:** Motion by Allsup, second by Davis to approve the agenda, all ayes, motion carried.

**Public Comment:** None

**Friends' Report:** Board meeting March 14 – discussing a Bus Trip as a fund raiser.

**Director Sharing:** January closed 7 days and February for 5 days. Patrons are enjoying the new computers.

**Minutes:** Motion by Davis, second by Porter to approve the minutes of the February 13<sup>th</sup>, 2019 meeting as presented, all ayes, motion carried.

### Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
Amazon.com	3/4/2019	Coffee Cups	\$25.15
Amazon.com	2/17/2019	Book/DVD's/Sales Tax	\$76.17
Marion Janitorial	2/27/2019	Paper Towels/Toilet	\$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		1 Year Renew	\$10.99
Petty Cash	2/8/19-3/5/19	Postage	\$34.89
<b>Total Bills to be Approved</b>			\$1,449.36
<b><u>Utility Bills- Preapproved</u></b>			
Alliant Energy			\$465.81
Black Hills Energy			\$250.46
Rudd Sanitation			\$18.50
Springville Telephone			\$39.62
<b>Total Utilities</b>			\$774.39

**Total Bills**

\$2,223.75

Discussed the bills to be paid, purchased the chair cart for additional storage needs, book and periodicals. Motion by Davis, second by Carnahan to pay the bills as presented, ayes, motion carried.

**Income:**

Fines	001-4010-1-453	\$27.84
Copies/Merchandise	001-4010-4-475	\$40.25
Donations	001-4010-2-470	\$15.00
SILO	001-4010-1-455	\$8.00
Buresh Room Rental	001-4010-4-431	\$135.00
Recreation Concessions	001-4010-1-475	\$16.25
Cash Trust	169-4010-2-470	
<b>Total Amount Deposited</b>		<b>\$242.34</b>

**Financial Report:** Review financial reports from City.

**Director's Report:**

**Circulation:** City: 371 Rural: 260 Open Access: 29 SILO: 11

**Computer users:** 284

**Patrons through the door:** 1,355

**Bridges eBook downloads:** 46

**Study Room Use:** 20 with 33 patrons

**Buresh Room Use:** 4 paid rental, 2 library uses, 0 voting

**Volunteers:** 8 Volunteers for 42 hours

**Program totals for February 2019**

February	Activities	children	adult
3-Feb	Crafternoon		11
4-Feb	book group		8
6-Feb	Wed activity	22	4
9-Feb	movie	1	2
21-Feb	story time	4	1
21-Feb	knitters		2
27-Feb	Wed. movie	2	2
<b>Total</b>		<b>59</b>	<b>30</b>

**Yearly movies to date: 13**

- **Continuing Education-** I am trying to catch up on my CE classes via the archive file at the State Library.
- **Sorting and cleaning-** Working on inventory stuff. Also brought in extra shelving parts to make additional storage areas. Friends Book Store will be open through this week. Table that is in the office is broken, need to contact someone to repair.

1. **Summer Reading Program: A Universe of Stories @ your library.** Scheduling programs now for the summer.

### **Old Business:**

1. **Per Mar:** Demonstration on the capabilities of the security system. Motion by Davis, second by Porter to accept the PerMar proposal of \$2,835 for installation and \$55 month service fee, all ayes, motion carried. Will need a policy change and technical specification design.
2. **Building Issues:**
  - a. Table leg (table with puzzle on it) in library – still needs to be fixed.
  - b. Table in lobby needs to be sturdier – not many options available.
  - c. **Chair carts – will determine if we need to order more.**
  - d. Women's rest room – Jim B did measurements and we need to review specifics on his quote.
  - e. Need to have a Board Cleaning Day, need to determine a couple of days. Storage Units.
  - f. Need to have Delaney inspecting parking lot control unit.
3. **Computer replacement/maintenance:** Computers have arrived and are in place - Melanie has done all the work. Few outstanding issues but we are close. Will uninstall old computers and possibly sell.
4. **Proposed Budget FY2019-20:** City approved the figures that were turned in. Current budget will be amended.

### **New Business:**

1. **Hobby Kits:** Looking for donations, ways to store them, available for training, etc. \$250 for ideas to get started. Need to market these kits and how to check them out. Contact the Iowa City library to see how to get started and how it is working.

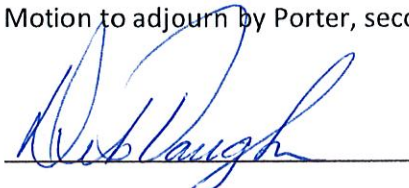
**Correspondences and Announcements:** None

### **Agenda items for Next Meeting:**

- Building Issues
- Security Upgrades - Per Mar security
- Hobby Kits
- Board Terms

**Next meeting:** Board meeting on April 10<sup>th</sup>, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by McCall, all ayes, motion carried. Meeting adjourned at 8:41



Deb Vaughn, **President**



Tina Allsup, **Secretary**



Springville Memorial Library Payment Vouchers			
For meeting:			
Company Name	Invoice Date	Item Description	Amount
<b>CREDIT CARD CHARGES:</b>			
Webstaurant Store	3/14/2019	Chair Cart	\$ 149.79
Amazon	3/15/2019	Computer Mice/Flash Drive	\$ 28.86
Amazon	4/2/2019	DVD'S	\$ 121.36
Amazon	3/20/2019	Hobby Kits	\$ 131.34
CHARGE TOTAL:		\$431.35	
Penworthy Publishing	3/25/2019	Books	\$ 109.66
Knowbuddy Books	4/3/2019	Books	\$ 359.94
Diamond Lake Books	3/8/2019	Books	\$ 107.70
Baker and Taylor	2/15 to 3/20/19	Books	\$ 444.05
Mother Earth Living		6 issue Renew	\$ 19.95
Country Sampler		1 Year Subscription	\$ 15.00
Country Sampler Farmhouse		1 Year Subscription	\$ 19.98
Delancey Electric	3/25/2019	Timer Repair	\$ 268.25
Per Mar Security	3/12/2019	Security Monitoring	\$ 169.26
Micromarketing Inc	4/2/2019	Audio Books	\$ 149.94
Petty Cash	3/11 to 4/4/19	Postage	\$ 27.90
<b>Total Bills to be Approved</b>			\$ <del>2,122.98</del> 2413.50
<b>Utility Bills- Preapproved</b>			
Alliant Energy			
Black Hills Energy			\$ <del>250.46</del>
Rudd Sanitation			\$ 18.50
Springville Telephone			\$ 41.84
<b>Total Utilities</b>	\$ -		\$ <del>310.80</del> 60.34
<b>Total Bills</b>			\$ <del>2,433.78</del> 2473.84