

☐ CASH ☐ CHECK

**Springville Memorial Library Board Meeting**  
**March 14, 2018, 6:30 PM**  
**Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on March 14<sup>th</sup>, 2018 by President Deb Vaughn.

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

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

**Public Comment:** None

**Friends' Report:** They are having a fundraiser to Diamond Jo Casino on March 31..

**Director Sharing:**

Director was not in attendance.

**Minutes:** Motion by Porter, second by McCall to approve the minutes of the February 14<sup>th</sup>, 2018 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>			
HyVee		Program Supplies	\$12.71
Fareway		Program Supplies	\$3.52
Amazon		Dvd's	\$27.64
Amazon		Shipping Tape	\$20.35
CHARGE TOTAL:			\$64.22
Midwest Living		3 Year Renewal	\$11.00
Follett Services	2/1/2018	Subscription Renewal	\$885.00
Office Machine Consultants	2/27/18 & 3/5/18	Quarterly Fees	\$312.69
Micromarketing Inc	1/30/18 & 2/26/18	Audio Books	\$237.49
MidAmerica Books	10/27/18 & 11/17/18	Books	\$628.66
Baker and Taylor	2/1/18 & 2/13/18	Books	\$134.72
Petty Cash	2-15-18 -- 3-8-18	Postage	\$30.19
<b>Total Bills to be Approved</b>			<b>\$2,303.97</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$468.36

Black Hills Energy	\$237.91
Rudd Sanitation	\$18.50
Springville Telephone	\$42.42
<b>Total Utilities</b>	<b>\$767.19</b>
<b>Total Bills</b>	<b>\$3,071.16</b>

Discussion was held on the Office Machine bills. Motion by Carnahan, second by Chizek to pay the bills as amended/presented, all ayes, motion carried.

**Income:**

Fines	001-4010-1-4530	
Copies	001-4010-4-4750	\$57.20
Donations	001-4010-2-4705	
SIL0	001-4010-1--4550	\$10.00
Merchandise Sales	001-4010-4-4750	
Buresh Room Rental	001-4010-4-4310	\$105.00
Recreation Concessions	001-4010-1-4755	\$9.50
Cash Trust	169-4010-2-4705	
Total Amount Deposited		\$181.70

There are no fines for this month as all fines paid in February are being donated to the Cedar Valley Humane. One check from the Linn County Contract totaling 29,751.00.

**Financial Report:** Review financial reports from February. Deb reported on the issues of the Cash Trust balance. According to our figures there should a balance of \$12,059.37. The City can't make corrections until the audit report is received.

**Director's Report:** Written report

**Circulation:** City: 267 Rural: 291 Open Access: 58 SILO: 4  
**Computer users:** 536  
**Patrons through the door:** 1,764  
**Bridges eBook downloads:** 92  
**Study Room Use:** 78 with 155 patrons  
**Buresh Room Use:** 3 paid rental, 10 library uses, 0 voting  
**Volunteers:** 12 Volunteers for 57 hours

**Program totals for February 2018**

February	activities	children	adults	
1-Feb	knitters		3	
1-Feb	adult coloring		9	
2-Feb	sewing		3	



4-Feb	crafternoon		9	
7-Feb	activity	20	3	
12-Feb	book group		4	
14-Feb	activity(tea)	26	4	
15-Feb	story time	1	1	
15-Feb	knitters		3	
21-Feb	activity	24	4	
22-Feb	knitters		3	
24-Feb	sewing		3	
28-Feb	activity(movie)	14	3	
<b>TOTAL</b>		<b>137</b>	<b>85</b>	<b>52</b>

**Yearly movies to date: 10**

- ☐ **Accreditation Application** – Sent in, waiting to hear back.
- ☐ **Summer Reading Planning** – Working on programming calendar lining up speakers and activities. So far I have a magician, an author, Linn County REC, Solid Waste Agency. Still looking for a dance troop, Orkin, and other ideas.
- ☐ **Board calendar** – I am working on the Board calendar and will have it on the shared site for the April meeting. This calendar will have timely tasks and important deadlines that require board knowledge.
- ☐ **Enrich Iowa Agreement FY19** – Sent in signed agreement March 10, 2018. This program allows us to receive Enrich Iowa funds as long as we do one of the 3 requirements: Direct State Aid, Open Access and Interlibrary loan Reimbursement, we do all 3.
- ☐ Our art piece is getting a lot of comments and I am very pleased to have this piece in our library. I think it is a huge asset and hope to bring more displays of art for the public to enjoy.

#### **Old Business:**

1. **Building Issues:** Cover in floor of Buresh Room needs to be repaired or replaced The doors need to be cleaned more often, especially before a rental, at least once a week. The outside windows are still bad, do we need to hire a window cleaning firm. The door in the women's restroom still isn't right, may need to look at another option. Deb present the signage for the Treva Davis Children's Center.

#### **New Business:**

1. **LED lighting replacement estimate:** Review lighting quote from Total Illumination Iowa Moved by Davis, seconded by Chizek to proceed with the LED lighting and accept the quote presented. All ayes, motion carried.
2. **Review policy revisions:** Mng-2, Mng-4, Mng-6, Mng-7, Mng-8, & Mng-11: Motion by Carnahan, second by Chizek to approve the policy revisions as presented, all ayes, motion carried.

#### **Correspondences and Announcements:**

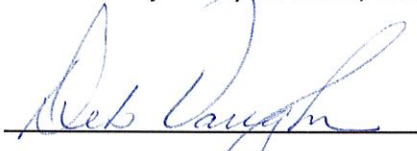
- ☐ Daryl reported that all the computers were updated on March 11

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

1. Building Issues
2. LED Lighting Representative
3. Review policy revisions
4. Copy machine

**Next meeting:** Board meeting on April 11, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by McCall all ayes, motion carried. Meeting adjourned at 7:10 PM



Deb Vaughn, **President**



Treva Davis, **Secretary Pro Tem**

# Springville Memorial Library Payment Vouchers

For meeting: 4-11-18

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>	<u>Line Item Number</u>
<b>CREDIT CARD CHARGES:</b>				
Amazon	3/21/2018	DVD's	\$ 146.54	4010-6515
Amazon	3/9/2018	Magazine Subscription- Magnolia Journal	\$ 31.80	4010-6516
Letter Perfect	3/9/2018	Brass Plate	\$ 15.00	4010-6310
Kevin's A1 Vacuum			\$ 53.30	4010-6409
CHARGE TOTAL:			\$246.64	
Comfort Solutions		Contract Renewal	\$ <del>495.00</del> 529.65	4010-6310
Delancey Electric	3/28/2018	Parking Lot Light Repair	\$ 1,000.00	4010-6310
USPS		Box Renewal	\$ 56.00	4010-6506
<del>Birds and Blooms</del>		<del>2 Year Renew</del>	<del>\$ 19.98</del>	<del>4010-6516</del>
Mother Earth Living		6 Issue Renew	\$ 19.98	4010-6516
Iowa Gardener		6 Issue Renew	\$ 19.95	4010-6516
Diabetic Living		2 Year Renew	\$ 19.96	4010-6516
Gardener Media	2/23/2018	Books	\$ 58.16	4010-6502
Penworthy Publishing	3/20/2018	Books	\$ 71.88	4010-6502
Baker and Taylor	2-27--3-23-18	Books	\$ 214.30	4010-6502
Kids Reference Inc	2/8/2018	Books	\$ 162.91	4010-6502
Micromarketing Inc	3-6--3-8-18	Audio Books	\$ 177.50	4010-6515
Petty Cash	3-10--4-6-18	Postage	\$ 30.16	4010-6508
			\$ <del>2,627.07</del>	
Total Bills to be Approved			2571.64	
<b>Utility Bills- Preapproved</b>				
Alliant Energy			\$ 509.19	
Black Hills Energy			\$ 206.08	
Rudd Sanitation			\$ 18.50	
Springville Telephone			\$ 44.80	
	\$ -		\$ 778.57	
Total Utilities				
			\$ <del>3,405.64</del>	
Total Bills			3350.93	