

# Minutes from April 11

SCANNED

## Springville Memorial Library Board Meeting April 11, 2018, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on April 11<sup>th</sup>, 2018 by President Deb Vaughn.

Present were: Tina Allsup, Marla Carnahan, Treva Davis, Daryl McCall, James Porter, and Deb Vaughn. Linda Eldred, Susan Cooper and Steve Eldred were also in attendance. Angel Chizek was absent.

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

### Public Comment:

- Susan Cooper: Gifted with an Emma Safely painting – was a family heirloom. We have the largest collection of her art.

### Friends' Report:

- Book Sale this Saturday 11:00 – 3:00
- Bus Fundraiser to Casino – 51 people went - \$810

### Director Sharing:

- Working on Summer Reading. Over 150 people here during the Easter celebration. SANSI brought the treat bags to the Library to hand out.

**Minutes:** Motion by McCall, second by Porter to approve the minutes of the March 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>			
Amazon	3/21/2018	DVD's	\$146.54
Amazon	3/9/2018	Magazine Subscription- Magnolia Journal	\$31.80
Letter Perfect	3/9/2018	Brass Plate	\$15.00
Kevin's A1 Vacuum			\$53.30
CHARGE TOTAL			\$246.64
Comfort Solutions		Contract Renewal	\$495.00 <del>529.65</del>
Delancey Electric	3/28/2018	Parking Lot Light Repair	\$1,000.00
USPS		Box Renewal	\$56.00
Mother Earth Living		6 Issue Renew	\$19.98
Iowa Gardener		6 Issue Renew	\$19.95
Diabetic Living		2 Year Renew	\$19.96
Gardener Media	2/23/2018	Books	\$58.16

Penworthy Publishing	3/20/2018	Books	\$71.88
Baker and Taylor	2/27-3/23	Books	\$214.30
Kids Reference Inc	2/8/2018	Books	\$162.91
Micromarketing Inc	3/6 -3/8	Audio Books	\$177.50
Petty Cash	3/10 - 4/6	Postage	\$29.36
<b>Total Bills to be Approved</b>			\$2,571.64
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$509.91
Black Hills Energy			\$206.08
Rudd Sanitation			\$18.50
Springville Telephone			\$44.80
<b>Total Utilities</b>			\$779.29
<b>Total Bills</b>			\$3,350.93

Discussion was held on Comfort Solutions bill – we are tax exempt so removed the tax. Motion by Carnahan, second by Davis to pay the bills as amended, all ayes, motion carried.

#### Income:

Fines	001-4010-1-4530	\$36.05
Copies	001-4010-4-4750	\$65.15
Donations	001-4010-2-4705	\$16.00
SILO	001-4010-1--4550	\$2.00
Merchandise Sales	001-4010-4-4750	\$6.95
Buresh Room Rental	001-4010-4-4310	\$70.00
Recreation Concessions	001-4010-1-4755	\$10.50
Cash Trust	169-4010-2-4705	\$525.00
<b>Total Amount Deposited</b>		\$731.65

**Financial Report:** Review financial reports from March. Deb reported on the issues of the Cash Trust balance.

#### Director's Report:

**Circulation:** City: 273 Rural: 377 Open Access: 92 SILO: 7

**Computer users:** 550

**Patrons through the door:** 2,193

**Bridges eBook downloads:** 82

**Study Room Use:** 55 with 90 patrons

**Buresh Room Use:** 1 paid rental, 12 library uses, 0 voting

**Volunteers:** 12 Volunteers for 65 hours

#### Program totals for March 2018

March	Activity	children	adults
1-Mar	Knitters		3
1-Mar	adult coloring		6



1-Mar	sewing		2
4-Mar	crafternoon		17
5-Mar	book group		7
7-Mar	activity day	25	4
8-Mar	story time	1	1
10-Mar	sewing		3
14-Mar	activity day	17	3
8-Mar	Knitters		4
15-Mar	story time	1	1
15-Mar	knitters		4
21-Mar	activity day	27	4
22-Mar	story time	2	1
22-Mar	Knitters		4
28-Mar	activity day movie	17	4
29-Mar	story time	1	1
29-Mar	Knitters		3
31-Mar	Easter Bunny	90	60
TOTAL	313	181	132

**Yearly movies to date: 11**

- **Accreditation Application** – Applied for and accepted, Tier level 3 maintained.
- **Summer Reading Planning** – Start date June 6th - final party August 15th
- **Board Calendar** – Will be complete and ready to present at next meeting.
- **Fiscal Year End processing** – Will be keeping track of line items and what needs to be done.
- **Five Year Plan** – Will need to upload this to the Shared Site for documentation purposes.
- **Family Movie night** – Still need to plan.

#### **Old Business:**

1. **Building Issues:** Cover in floor of Buresh Room needs to be repaired or replaced – need to put in a new frame. Check out the prices for replacement. The wall cap needs to be cleaned. Window in Buresh room does not seem to close completely – can feel cold air.
2. **LED lighting replacement estimate:** Total Illumination Iowa not able to be present. There are 2 panels in main library. We like the lights but have many other questions. Can have a special board meeting to talk specifics of lighting and options. Melanie to contact Total Illumination Iowa to see their availability.

#### **New Business:**

1. **Address tyco SimplexGrinnell bill:** PerMar need to replace phone panel – this was contracted by Per Mar. Send the bill back to Per Mar as we didn't authorize this charge.
2. **Review policy revisions:** Gov-2, Gov-3, Gov-4, Gov-5, and Gov-6: Motion by Carnahan, second

by Porter to approve the policy revisions as amended, all ayes, motion carried.

3. **Copy Machine Review:** Bills seem to be coming in at odd times. Lots of overage charges for usage. Need to clarify billing issues. Are there benefits to upgrading the copier? Need to review bills for Office Machines.

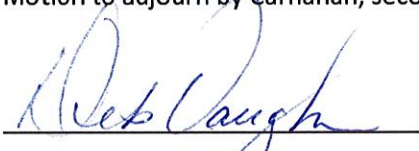
**Correspondences and Announcements:** None

**Agenda items for Next Meeting:**

1. Building Issues
2. Review policy revisions
3. Copy Machine review
4. LED lighting replacement estimate

**Next meeting:** Board meeting on May 9<sup>th</sup>, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by McCall all ayes, motion carried. Meeting adjourned at 7:41 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**