

Minutes

Springville Memorial Library Board Meeting April 9, 2020, 6:30 PM Conference Call

The Springville Memorial Library met for their meeting on April 9, 2020. In order to help stop the spread of the COVID-19 virus, this meeting of the Springville Memorial Library Board was held electronically. Chapter 21.8 of the Iowa Code does permit an electronic meeting where all members participate remotely when an in-person meeting is impossible or impractical, which is certainly true during this crisis. On March 19, 2020, Governor Reynolds issued a Proclamation of Disaster Emergency, which included a suspension of Iowa laws that would prevent the use of electronic meetings or the limitation on the number of people present at an in-person meeting site. The agenda had this message posted more than 24 hours in advance to give instructions on how others could participate in the meeting: Due to the COVID-19 crisis, the Springville Memorial Library Board will be holding this Board meeting electronically via a conference call. If you would like to participate in the meeting, please call (701)-802-5325 and enter this access code: 505840. Only Library staff are allowed in the Library. President Deb Vaughn called the meeting to order at 5:45 p.m. Board members present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, James Porter, and Deb Vaughn. Linda Eldred and Melanie Vaughn were also in attendance. Daryl McCall arrived at 5:49.

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

Public Comment: None

Minutes: Motion by Cooper, second by Davis to approve the minutes of the March 11th, 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>			
Amazon		Computer cables, glue, white out, cardstock, bill folder	\$60.94
Amazon		Birds and Blooms subscription	\$10.70
Hy-Vee		Cleaning Supplies	\$13.81
		CHARGE TOTAL:	\$85.45
Menard's		Cleaning Supplies	\$6.88
Junior Library Guild	4/1/2020	Books	\$238.70
Baker and Taylor	3/13-3/30/20	Books	\$179.39
Micromarketing Inc	3/2/2020	Audio Books	\$159.99

Better Homes and Gardens		1 Year Renew	\$15.00
Iowa History Journal		1 Year Renew	\$18.95
Love of Quilting		1 Year Renew	\$24.95
USPS		Box renewal	\$64.00
Per-Mar	3/8/2020	4/1-6/30 BA \$187.92 FA \$146.34	\$334.26
Affordable Heating & Cooling	3/11/2020	Thermostat Reprogram	\$90.00
Petty Cash	1/29-2/3/20	Postage	\$17.52
Total Bills to be Approved			\$1,235.09
Utility Bills-Preapproved			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$12.00
Springville Telephone			\$41.83
Total Utilities			\$53.83
Total Bills			\$1,288.92

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

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$21.25
Donations	001-410-2-4705	
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$15.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$535.96
Total Amount Deposited		\$572.21

Old Business:

1. **Building Issues:** Floor cleaning bids reviewed.
 - a. **Carpet cleaning:** Motion by Porter, second by Allsup to accept the bid for carpet and furniture cleaning with vacuuming for \$771.74 and payable at time of service as presented. Roll call vote: Allsup aye, Carnahan aye, Cooper aye, Davis aye, McCall aye, Porter aye, Vaughn aye. All ayes and motion carried. The cleaning will be April 17th.
 - b. **Tile cleaning:** Motion by Cooper, second by Porter to accept the bid for tile cleaning for \$450 and payable at time of service as presented. Roll call vote: Allsup aye, Carnahan aye, Cooper aye, Davis aye, McCall aye, Porter aye, Vaughn

aye. All ayes and motion carried. Items to be removed from floor on Saturday. The cleaning will be April 11th.

New Business:

1. **Staff hours/pay & curbside pick-up during April/COVID 19 Closure:** Discuss curbside pick-up and staff hours.
 - a. Motion by Davis, second by McCall to continue the curbside service on Saturday from 12:30 to 2:30. Roll call vote: Allsup aye, Carnahan aye, Cooper aye, Davis aye, McCall aye, Porter aye, Vaughn abstain. 6 ayes and 1 abstain, motion carried.
 - b. Motion by Davis, second by Carnahan to continue full rate of pay for all library staff for the continuation of the closure, allow staff to work the hours that they are comfortable working, and to add back if any missed hours due to the closures for COVID 19. Roll call vote: Allsup aye, Carnahan aye, Cooper aye, Davis aye, McCall aye, Porter aye, Vaughn abstain. 6 ayes and 1 abstain, motion carried.

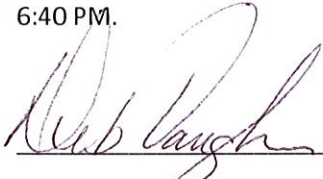
Correspondences and Announcements:

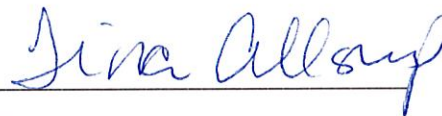
- Poll worker requested to review premise. Handicap parking sign needs to be raised to show van accessible. Had to measure doorways, timing closure of door, etc.

Next meeting:

- Board meeting on May 13th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Carnahan all ayes, motion carried. Meeting adjourned at 6:40 PM.


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>			
Amazon	5/1/2020	DVD's	\$247.27
		CHARGE TOTAL:	\$247.27
Baker and Taylor	4/13/2020	Books	\$16.24
MidAmerica Books	2/24/2020	Books	\$357.20
Magnolia Journal		1 Year Renew	\$20.00
Office Machine Consultants	2/12/2020	Meter Read	\$87.03
Iowa Prison Industries	4/30/2020	Bookshelves(Savings)	\$1,825.00
Menards	4/21/2020	Cleaning Supplies	\$20.71
Total Bills to be Approved			\$2,573.45
Utility Bills- Preapproved			
Alliant Energy			248.30
Black Hills Energy			116.30
Wapsi Waste			\$12.00
Springville Telephone			41.64
Total Utilities			\$12.00
Total Bills			\$2,585.45