

Minutes

**Springville Memorial Library Board Meeting
May 13, 2020, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on May 13th, 2020 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: None

Minutes: Motion by Davis, second by Cooper to approve the minutes of the April 9th, 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	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			\$110.30
Wapsi Waste			\$12.00
Springville Telephone			\$41.64
Total Utilities			\$412.24
Total Bills			\$2,985.69

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

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	
Donations	001-410-2-4705	
SILO	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$600.00
Total:		\$600.00

Financial Report: Review financial reports from City.

Director's Report

- eBooks for March: 117 and April: 134
- Affordable Heating and Cooling will do the spring check on May 21st.
- Enrich Iowa Fund contract has been sent in. We are due \$1,677.88 but we do not know where the check is currently located, may have been direct deposited somewhere.
- Director Roundtable will be online Thursday 9:30 – 12:30. Topics covered will be Long Range Planning, password management software, reviewing project management ideas and more.
- Summer Reading is still planned to happen. Will try to do an online version. Will have to see what happens with restrictions. TumbleBooks is allowing use without cost right now. Melanie will reach out to the Movie Licensing company to see if we can extend our contract since we have been closed for 3 months.

Old Business:

1. Building Issues:

- a. New shelving is in place. Thanks to Davis for overseeing the placement.
- b. Carpet and floor cleaning results look good. Recommend doing the furniture cleaning yearly
- c. Input from Scott – just let him know when things are back to normal. He can work when needed.
- d. Need to order carpet protectors for desks

New Business:

1. COVID-19 lockdown impact:

- a. Reopening of library – need to start placing orders for supplies that are needed: hand sanitizer, shield, wipes, gloves, spray, masks, etc. We are following County guidelines and expecting to open on or after June 15th. June 1st opening library by appointment for computer use, must register for timeslots and it will be adults only. Melanie will be the contact person for organizing supplies and any concerns with opening.
 - i. Disinfecting process and schedule
 - ii. Hours of operation

- iii. 50% capacity
 - b. Employee evaluation – continue as normal
 - c. Preparation/plan for possible repeat of epidemic or lockdown
 - d. Budget impact – Buresh room income loss/spending impact – Direct State Aid
2. Board Opening June 30, 2020: Will publish at normal locations.

Correspondences and Announcements: None

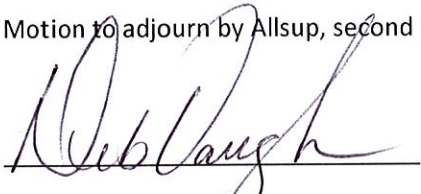
Agenda items for Next Meeting:

- Building Issues
- Changes to standard practices – Pandemic food for thought
- Covid-19 status of supplies and opening dates
- Preparation/plan for repeat of epidemic or lockdown
- Personnel committee recommendations for employees wages and completed reviews
- Recommendation for Board appointment
- Report from Scott


Next meeting:

- Board meeting on June 10th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by Porter all ayes, motion carried. Meeting adjourned at 8:01 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>			
Grainger Industrial		Gloves, sanitizer dispenser	\$67.06
Amazon		Computer Microphone	\$25.67
Amazon Pay		People Magazine	\$95.34
Office Max		Floor mats, masks, hand sanitizer	\$179.17
		CHARGE TOTAL:	\$367.24
Knowbuddy Books	7/24/2019	Books	\$320.02
Baker and Taylor	4/28-5/20	Books	\$226.49
Per Mar Security	5/8/2020	Monitoring 6/1/2020-5/31/2021	\$225.72
Broad Reach		Books	\$227.44
Smart Apple Media		Books	\$242.72
Penworthy Books		Books	\$351.72
Bear Services		Termite contract	\$288.00
Susan Cooper	6/2/2020	disinfecting wipes (2)	\$7.96
Total Bills to be Approved			\$2,257.31
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$12.00
Springville Telephone			\$39.06
Total Utilities			\$51.06
Total Bills			\$2,308.37