

# Minutes

## Springville Memorial Library Board Meeting May 8, 2019, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on <sup>May 8</sup> April 10<sup>th</sup>, 2019 by President Deb Vaughn.

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

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

**Public Comment:** None

**Friends' Report:** Bus Trip – Saturday June 15<sup>th</sup>

**Director Sharing:** None

**Minutes:** Motion by Davis, second by Chizek to approve the minutes of the April 10<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	4/23/2019	DVD's	\$125.36
Amazon	4/23/2019	Cappucino/Coffee Creamer	\$30.70
Office Max	5/1/2019	Printer Paper/Stapler	\$43.09
USPS		Box Rental	\$64.00
CHARGE TOTAL:			\$263.15
Office Machine	2/11/2019	Meter Reading	\$97.57
Baker and Taylor	4/1-4/19/19	Books	\$138.42
Penworthy Publishing	4/17/2019	Books	\$217.00
Iowa Barns	4/15/2019	Books	\$29.95
People Magazine		1 Year Subscription	\$36.00
Petty Cash	4/15-5/1/19	Postage	\$19.25
<b>Total Bills to be Approved</b>			\$801.34
<b>Utility Bills- Preapproved</b>			
Alliant Energy			
Black Hills Energy			
Rudd Sanitation			\$18.50
Springville Telephone			\$39.36
<b>Total Utilities</b>			\$57.86
<b>Total Bills</b>			\$859.20

Discussed the bills to be paid, People magazine is for 40 weeks. Motion by Porter, second by McCall to pay the bills as presented, all ayes, motion carried. Donations from McCall and Allsup have been ear marked for Outdoor Furniture.

**Income:**

Fines	001-410-1-4530	\$11.45
Copies/Merchandise	001-410-4-4750	\$65.25
Donations	001-410-2-4705	
SILO	001-410-1--4550	\$4.00
Buresh Room Rental	001-410-4-4310	\$105.00
Recreation Concessions	001-410-1-4755	\$5.00
Cash Trust	169-410-2-4705	\$400.00
Total Amount Deposited		\$590.70

**Financial Report:** Review financial reports from City. Reports are easier to read.

**Director's Report:**

**Circulation:** City: 442 Rural: 278 Open Access: 19 SILO: 14  
**Computer users:** 434  
**Patrons through the door:** 1,300  
**Bridges eBook downloads:** 60  
**Study Room Use:** 23 with 34 patrons  
**Buresh Room Use:** 6 paid rental, 5 library uses, 0 voting  
**Volunteers:** 7 Volunteers for 52 hours

**Program totals for April 2019**

April	Activities	childre	adults
1-Apr	book group		9
4-Apr	knitters		5
7-Apr	crafternoon	2	13
11-Apr	Harold & Co.	3	35
11-Apr	Story time	1	1
18-Apr	story time	1	1
18-Apr	knitters		1
20-Apr	Bunny visit	36	45
20-Apr	Family	1	1
25-Apr	knitters		3
total	158	44	114

**Yearly movies to date: 16**

- **Summer Reading Program:** June 12 to August 14, planning is going well.
- **Shelving** – As you know we are in need of additional shelving. We have two bids from local furniture

crafters.

### Old Business:

1. **Per Mar:** Scheduled for May 22<sup>nd</sup>.
2. **Building Issues:**
  - a. Women's rest room – review quote provided by Jim Barkalow. Motion by Davis, second by Carnahan to approve the bid from BC Remodeling Innovations to repair the Women's rest room doors as presented, all ayes, motion carried.
  - b. Need mulch added to front flower beds or moved around between the flower beds.
  - c. Need to have a Board Cleaning Day, **April 13 9:00 am to 3:00 pm**. Successful day.
  - d. Shingles need to be repaired over Gerhardt room. Window wrap is coming undo – needs to be look at. Need to spray outside for bugs. Front wall needs to be cleaned – Allsup to check on correct stone and brick cleaner.
  - e. Getting estimates on a shelving unit in Library.
    - i. **Custom Cabinets & Millwork, Inc.:** \$5,380
    - ii. **Dudak Custom Kitchens:** \$5,865
3. **Policy Revisions:** None to review this month.
4. **Outdoor Furniture:** Comparison shopping on tables. More research
5. **Board Terms:** Three board slots are up in June, two rural and one city. Need to post for new board members.
6. **Heating and Cooling contract options:** Reviewed quote from Affordable Heating & Cooling. Motion by Davis, second by Allsup to approve the quote from Affordable Heating & Cooling for \$359 as presented, all ayes, motion carried.

### New Business:

1. **Employee salary FY 19/20:** Personnel Committee has met. We have not done board evaluations as we would like to revise these. Propose wages on a tiered process. Recommending raises of \$1.10 (\$13.50) for Linda, \$0.45 for Melanie (\$10.75) and \$0.10 for Scott (\$11.00).
  - a. Motion by Porter, second by Chizek to set Linda's hourly wage as \$13.50 for the FY 2019-20 as recommended, all ayes, motion carried.
  - b. Motion by Chizek, second by Carnahan to set Scott's hourly wage as \$11.00 for the FY 2019-20 as recommended, all ayes, motion carried.
  - c. Motion by Davis, second by Porter to set Melanie's hourly wage as \$10.75 for the FY 2019-20 as recommended, 5 ayes, Vaughn abstained, motion carried.

**Correspondences and Announcements:** None

### Agenda items for Next Meeting:

- Building Issues
- Shelving options
- Policy Revisions
- Review Board applications
- Security Upgrades - Per Mar security
- Outdoor Furniture

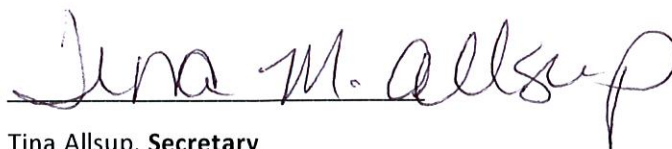
### Next meeting:

- Board meeting on June 12th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by Chizek, all ayes, motion carried. Meeting adjourned at 8:05 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**



## Bills

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