

# Minutes

## Springville Memorial Library Board Meeting May 9, 2018, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on May 9<sup>th</sup>, 2018 by President Deb Vaughn.

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

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

**Public Comment:** None

**Friends' Report:** Board Meeting Thursday May 10<sup>th</sup>

**Director Sharing:**

- Approved for Tier 3 for Library Accreditation
- Art work has been named "The Looking Glass".
- Freedom Foundation – Will be our community service project for the month of May.

**Minutes:** Motion by Davis, second by Porter to approve the minutes of the April 11<sup>th</sup>, 2018 and April 25<sup>th</sup> 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	4/27/2018	DVD'S	\$119.02
CHARGE TOTAL:		<b>\$119.02</b>	
Creative Product Source	4/6/2018	Summer Reading program material	\$117.18
Demco	4/18/2018	bar codes	\$52.84
Micromarketing Inc	4/5/2018	Audio books	\$74.99
Gumdrop Books	4/19/2018	books	\$137.00
Baker and Taylor	3/30 - 4/17/18	books	\$271.22
Caleb Horvath	4/12/2018	books	\$168.00
Gardener Media	2/23/2018	books	\$162.91
Kevin's A1 Vacuum	4/25/2018	vacuum handle	\$58.16
Postage	4/9 - 5/1/18		\$28.95
Total Illumination	5/8/2018	LED Lighting Update	\$5,247.58
<b>Total Bills to be Approved</b>			<b>\$6,437.85</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			

Black Hills Energy		
Rudd Sanitation		\$18.50
Springville Telephone		\$39.41
<b>Total Utilities</b>		\$57.91
<b>Total Bills</b>		\$6,495.76

Discussion was held regarding Office Machines bills. We have not been receiving regular bills. Motion by Carnahan, second by McCall to pay the bills as amended, all ayes, motion carried.

**Income:**

Fines	001-4010-1-4530	\$76.35
Copies	001-4010-4-4750	\$86.20
Donations	001-4010-2-4705	\$28.00
SILO	001-4010-1--4550	\$10.00
Merchandise Sales	4010-4-4750	
Buresh Room Rental	001-4010-4-4310	\$135.00
Recreation Concessions	001-4010-1-4755	\$3.75
Cash Trust	169-4010-2-4705	\$200.00
Total Amount Deposited		\$539.30

**Financial Report:** Review financial reports from April. Money Market we have \$10,358. Security State Bank CD balance is \$10,273. Exchange State Bank CD balance is \$13,217. Meet on Cash Trust – but balance should be approximately \$12,758.

**Director's Report:**

**Circulation:** City: 287 Rural: 367 Open Access: 55 SILO: 8  
**Computer users:** 475  
**Patrons through the door:** 2,090  
**Bridges eBook downloads:** 87  
**Study Room Use:** 60 with 95 patrons  
**Buresh Room Use:** 3 paid rental, 10 library uses, 0 voting  
**Volunteers:** 14 Volunteers for 75 hours

**Program totals for April 2018**

April	Activity	children	adults
2-Apr	Book group		9
4-Apr	activity	21	4
5-Apr	story time	1	1
5-Apr	knitters		5
5-Apr	adult coloring		6
7-Apr	sewing		4
8-Apr	crafternoon		16
11-Apr	activity	20	3
12-Apr	story time	2	1



12-Apr	knitters		4	
12-Apr	good old country		25	
18-Apr	activity	10	3	
19-Apr	story time	2	1	
19-Apr	knitters		4	
25-Apr	activity	17	4	movie
26-Apr	story time	1	1	
26-Apr	knitters		4	
26-Apr	preschool	20	3	
26-Apr	preschool	20	3	
total		215	114	101

**Yearly movies to date: 12**

- **Continuing Education-** May 16<sup>th</sup> in Center Point, Directors roundtable 2018. Topic is HR issues lead by Eunice our District Rep. I plan on accessing the Boardroom HR series at a convenient time in house.
- **Linn County Librarians meeting-** Lisbon May 30, 2018 @ 9:00. This will be an important planning meeting for our Linn County Fair visit.
- **Summer Reading** – Schedule is set June 6<sup>th</sup> thru August 15<sup>th</sup>. Asking Friends for donations for prizes and events.
- **Family Movie night scheduled** – June 15 at 7:00 pm. We will plan on scheduling 1 movie night a month from now on. Carnahan and Chizek will be helping with this.

#### **Old Business:**

1. **Building Issues:** Cover in floor of Buresh Room needs to be repaired or replaced – need to put in a new frame. Delancy is coming to check this out. Still trying to contact Pella Windows to have them inspect the windows. Windows need to be cleaned. The ant issue is back – spay doesn't seem to be working. Need to use a barrier spray, Ortho Home Defense. Round table has been reglued.
2. **LED lighting replacement estimate:** Received the deposit bill and this has been approved. Payment will be sent and work can begin based on their schedule.
3. **Update on TYCO SimplexGrinnell bill:** Have not heard anything back from company.

#### **New Business:**

1. **Review Policy Revisions:** None this month, more to come.
2. **Employee evaluations:** Personnel Committee has done Phase 1 of the evaluations. Will bring a recommendation for salaries to June meeting.
3. **Board Appointment/Re-Appointment:** Linda will post the flyer requesting nominations for Board Members.

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

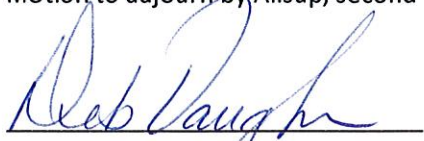
- Thank you to Jim Porter for cleaning the flower beds

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

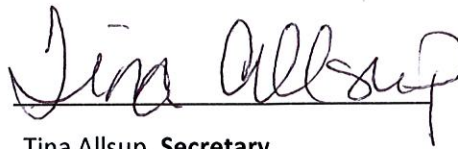
1. Building Issues
2. Review policy revisions
3. Copy Machine review
4. Board Appointment/Re-Appointment
5. Employee evaluations and salary recommendations

**Next meeting:** Board meeting on June 13<sup>th</sup>, 2018 at 6:30 PM in the Buresh Room.

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



Deb Vaughn, **President**



Tina Allsup, **Secretary**