

Springville Memorial Library Board Meeting
June 13, 2018, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on June 13th, 2018 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: Will meet in July. They are helping to fund Movie Night, snacks and water, and summer activity magician.

Director Sharing:

- Summer Reading has 60 people signed up.
- Received Library Accreditation certificate, good until 2021.
- Trolls will be the movie at Movie Night.

Minutes: Motion by Davis, second by Carnahan to approve the minutes of the May 9th, 2018 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>			
Menards	5/18/2018	Floor Cleaning Supplies	\$32.92
CHARGE TOTAL:			\$32.92
Per Mar Security	3/8/18-5/8/18	Fire and Security Monitoring	\$390.06
Broad Reach Books	5/24/2018	Books	\$430.25
Baker and Taylor	4/24,5/8, 5/15	Books	\$242.31
Kids Reference Inc	2/8/2018	Books	\$162.91
Demco	5/15/2018	Summer Reading Supplies	\$80.92
OMC	5/7/2018	Meter Reading	\$19.11
MPLC	5/2/2018	Movie License Renewal	\$130.05
Pro Source Specialties	4/5/2018	Summer Reading Prizes	\$61.87
Petty Cash	May 7-June 7	Postage	\$19.15
Delancey Electric	6/7/2018	Floor Box Replacement	\$279.00
Total Bills to be Approved			\$1,848.55

Utility Bills- Preapproved	
Alliant Energy	\$750.00
Black Hills Energy	\$56.64
Rudd Sanitation	\$18.50
Springville Telephone	\$41.58
Total Utilities	\$866.72
Total Bills	\$2,715.27

Discussion was held regarding Office Machines bills. Motion by Porter, second by Carnahan to pay the bills as amended, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$24.15
Copies	001-4010-4-4750	\$52.90
Donations	001-4010-2-4705	\$25.00
SILO	001-4010-1--4550	\$4.00
Merchandise Sales	4010-4-4750	\$19.56
Buresh Room Rental	001-4010-4-4310	\$105.00
Recreation Concessions	001-4010-1-4755	
Cash Trust	169-4010-2-4705	\$500.00
Total Amount Deposited		\$730.61

Financial Report: Review financial reports from City. Need clarification on several line items. Davis is tracking this down.

Director's Report:

Circulation: City: 326 Rural: 325 Open Access: 44 SILO: 1
Computer users: 505
Patrons through the door: 2,250
Bridges eBook downloads: 80
Study Room Use: 75 with 105 patrons
Buresh Room Use: 4 paid rental, 11 library uses, 0 voting
Volunteers: 15 Volunteers for 85 hours

Program totals for May 2018

May	Activities	children	adult	
2-May	activity	18	3	
2-May	story time	1	1	

3-May	knitters		2	
3-May	adult coloring		5	
6-May	crafternoon		15	
7-May	book group		10	
9-May	activity	9	3	
16-May	activity	17	1	
17-May	story time	1	1	
16-May	preschool	19	2	
17-May	knitters		3	
23-May	preschool	19	3	
24-May	knitters		3	
30-May	activity movie	10	2	
31-May	story time	4	1	
31-May	knitters		4	
total		157	98	59

Yearly movies to date: 12

- **Deleting items in collection-** The next round of deletions has begun for the year. This done by the Crew Method the recognized procedure set down by the State Library. We are required to delete 12% over 3 years according to the Public Library Standards manual, standard #31, to maintain our accreditation.
- **Linn County Librarians Association meeting-** This meeting took place in Lisbon with Amy White hosting. It was well attended with the main discussion being making plans to be a presents at the Linn County Fair again this year. I plan on doing my part by helping to man the booth and spread the word about what libraries can do for you in Linn County.

Old Business:

1. **Building Issues:** Cover in floor of Buresh Room is repaired – still need to be caulked, will call Delancey to finish. Pella Windows will be sending someone out to inspect the windows. Windows need to be cleaned. Need quotes for window washing. The ant issue is back – he has done the exterior spray.
2. **LED lighting replacement:** Lights have been installed. Lights in Gearhart room did not get replaced, verify front overhang area had the lights replaced, and replace the 7 exterior lights on the back of the building. Motion by Porter, second by Allsup to approve the 7 exterior lights on the back side of the library, all ayes, motion carried.
3. **Update on TYCO SimplexGrinnell bill:** Johnson Control now owns the company. The bill has gone to a disputed bill, will be reviewed by front office.
4. **Policy Revisions:** Cus-1, Cus-2, Cus-3 Customer Service. Motion by Carnahan, second by Porter to approve the Cus 1 – 3 policies as presented, all ayes, motion carried.

New Business:

1. **Copy Machine Review:** Current bill is only \$19, should reflect payments made previously that were not credited to Library. Should be resolved for now.

- 2. Employee evaluations:** Personnel Committee has met 3 times and has completed employee reviews. Recommending raises of \$0.25 for Linda, \$0.15 for Melanie and \$0.10 for Scott. Reviewed processes to verify we are doing enough for variety and cross training.
- Motion by Davis, second by Porter to set Linda's hourly wage as \$12.40 for the FY 2018-19 as recommended, all ayes, motion carried.
 - Motion by Davis, second by Carnahan to set Scott's hourly wage as \$10.90 for the FY 2018-19 as recommended, all ayes, motion carried.
 - Motion by Davis, second by Porter to set Melaine's hourly wage as \$10.30 for the FY 2018-19 as recommended, 5 ayes, Vaughn abstained, motion carried.
- 3. Board Appointment recommendation:** Motion by Allsup, second by McCall to recommend Deb Vaughn to fill the Board Appointment, all ayes, motion carried.

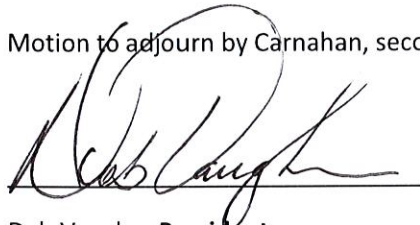
Correspondences and Announcements: None

Agenda items for Next Meeting:

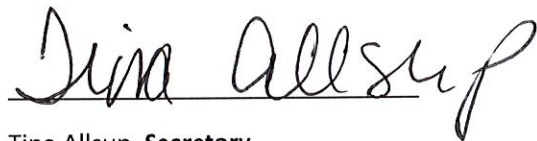
1. Building Issues
2. LED Replacement
3. Review policy revisions
4. Office elections

Next meeting: Board meeting on July 18th, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by Davis all ayes, motion carried. Meeting adjourned at 7:35 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**