

Minutes

Springville Memorial Library Board Meeting
July 10, 2019, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on July 2019 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: Friends are meeting tonight at 7:00.

Director Sharing: Rove is having issues, running loud. Need to repair. I will be working on training for the Board. Affordable Heating and Cooling did come and do their inspection. There are a couple pipes that need to be covered. Have we researched Opposing Viewpoints, free from State Library? Foundation Directory Online this is to be used for grant research.

Minutes: Motion by Davis, second by Carnahan to approve the minutes of the June 12th, 2019 meeting as amended, 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>			
<u>CHARGES:</u>			
Walmart	5/12/2019	Paper Towels	\$8.53
Menards	5-4-19/6-17-19	Cleaning Supplies	\$66.50
Amazon	7/3/2019	DVD's	\$158.79
Amazon	6-16-19/7-1-19	Scissors/Tape/Batteries/Hobby Kit Materials	\$58.45
Amazon	7/2/2019	Coffee Cups	\$47.44
Belson		Outside furniture (Trust)	\$3,950.38
CHARGE TOTAL:			\$4,290.09
Per-Mar Security	6/28/2019	Monitoring Services (F146.34 & BA22.92)	\$169.26
CoLibri Systems	6/14/2019	Book Covering	\$274.69
Baker and Taylor	5-3-19/6-24-19	Books	\$300.28
Petty Cash	6-13-19/7-3-19	Postage	\$22.84

Total Bills to be Approved		\$5,057.16
Utility Bills-Preapproved		
Alliant Energy		\$439.00
Black Hills Energy		\$42.72
Wapsi Waste		\$12.00
Springville Telephone		\$40.10
Total Utilities		\$533.82
Total Bills		\$5,590.98

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

Income:

Fines	001-410-1-4530	\$71.00
Copies/Merchandise	001-410-4-4750	\$63.25
Donations	001-410-2-4705	\$15.00
SILO	001-410-1--455	\$8.00
Buresh Room Rental	001-410-4-4310	\$195.00
Recreation Concessions	001-410-1-4755	
Cash Trust	169-410-2-4705	\$500.00
Total Amount Deposited		\$852.25

Financial Report: Review financial reports from City. Davis attended City meeting to discuss additional funds.

Director's Report:

Circulation: City: 438 Rural: 268 Open Access: 44 SILO: 4
Computer users: 439
Patrons through the door: 1,439
Bridges eBook downloads: 61
Study Room Use: 15 with 30 patrons
Buresh Room Use: 5 paid rental, 5 library uses, 0 voting
Volunteers: 6 Volunteers for 52 hours

Program totals for June 2019

June	Activities	children	adult
12-Jun	summer kick-	55	12
19-Jun	summer	25	8
20-Jun	story time	12	3
26-Jun	Donna from	15	4
27-Jun	story time	6	2
total	142	113	29

Reports –

- Direct State Aid report has been filed. Date due July 31, 2019. Money spent on computers.
- Open Access has been filed. Date due July 31, 2019.
- Next report to work on is the annual survey. I can begin to get my figures together as report does not come out till July or August. All the preliminary work can be done in advance.
- **Summer Reading Program:** Programs have been well received.

Old Business:

1. **Security upgrades Per Mar:** Access cards have been handed out. Cards should give access to the building but they will need to be tested. Have been arming the alarm each night remotely. Scott may not be arming it when he leaves. Scheduling is the biggest issue that we are researching now.
2. **Building Issues:**
 - a. Shingles need to be repaired over Gearhart room.
 - b. Window wrap is coming ~~undo~~ ^{undone} – fixed by the city.
 - c. City will be doing caulking outside of building.
 - d. Graffiti was on the wall and the person came to clean. A name was written on wall but person claims it wasn't them.
 - e. Davis has been spraying outside for bugs.
 - f. Front wall needs to be cleaned – Best stone and brick cleaner is bleach and water.
 - g. Shelving – still working on a proposal.
 - h. Back door needs to be adjusted for a better lock.
3. **Outdoor Furniture:** Ordered and will be delivered within 4-6 weeks.
4. **Movie License:** Would like to change our movie license company. Swank is \$425 for a year. Sent proposal to Friends to see if they would pay for the license. Motion by Porter, second by McCall to approve moving to the new movie license with Swank for \$425, all ayes, motion carried.

New Business:

1. **Policy Revisions:**
 - a. **Assistant Library Director Job Description:** Motion by Cooper, second by Carnahan to approve the job description for the Assistant Library Director as presented, all ayes, motion carried.
 - b. **Buresh Room Policy & Rental Agreement:** Discussion on the policy and rental agreement form. Motion by Cooper, second by Allsup to approve the Buresh Room Policy & Rental Agreement as amended presented, all ayes, motion carried.

Correspondences and Announcements: None

Agenda items for Next Meeting:

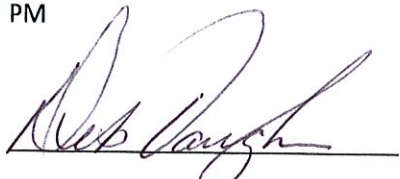
- Building Issues
 - Roofing
 - Shelving
- Policy Revisions

- Security Upgrades - Per Mar security
- Committees

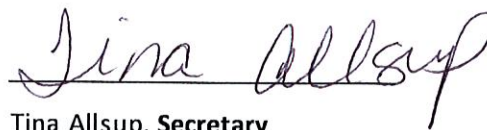
Next meeting:

- Board meeting on August 14th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by Porter, all ayes, motion carried. Meeting adjourned at PM

A handwritten signature in dark ink, appearing to read 'Deb Vaughn', written over a horizontal line.

Deb Vaughn, **President**

A handwritten signature in dark ink, appearing to read 'Tina Allsup', written over a horizontal line.

Tina Allsup, **Secretary**

Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Letter Perfect	7/31/2019	Name Plate	\$19.50
HyVee	8/2/2019	Paper Towels	\$6.41
Menards	7/29/2019	Janitorial Supplies	\$10.53
Amazon	8/5/2019	Kleenex, Disinfectant, kitchen gloves, key card rings	\$39.55
Amazon	8/5/2019	Dvd's	\$61.96
CHARGE TOTAL:		\$137.95	
State Library of Iowa	5/25/2019	Bridge E-Book Subscription Platform Fee	\$61.00
Gardener Media	6/19/2019	Books	\$306.34
Penworthy Publishing	7/16/2019	Books	\$102.33
MidAmerica Books	4/19/19-4/25/19	Books	\$298.20
Baker and Taylor	6/4-7/22/19	Books	\$308.19
Office Machine	4/23-7/23/19	Meter Reading/Contract Fees/meter 5/14-8/13	\$641.15
Swank Movie Licensing	7/12/2019	Movie License	\$425.00
Petty Cash	7/5-8/5/19	Postage	\$54.00
Per Mar	8/12/2019	Alarm system install (Trust)	\$3,256.16
Overdrive	8/7/2019	Bridges E-Book Subscription content fee	\$400.10
Total Bills to be Approved			\$5,990.42
Utility Bills- Preapproved			
Alliant Energy			\$557.68
Black Hills Energy			\$36.80
Wapsi Waste			\$12.00
Springville Telephone			\$42.18
Total Utilities			\$648.66
Total Bills			\$6,639.08