

# Minutes

## Springville Memorial Library Board Meeting July 8, 2020, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on July 8<sup>th</sup>, 2020 by President Deb Vaughn.

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

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

### Trustee Election of Officers:

- **Secretary:** Motion by Cooper, second by Carnahan to nominate Tina Allsup as secretary, all ayes, motion carried. Allsup accepted.
- **President:** Motion by Cooper, second by Carnahan to nominate Deb Vaughn as president, all ayes, motion carried. Vaughn accepted.

**Public Comment:** None

### Reports:

- Update on Enrich Iowa Funds – We never received the check for FY2019-20, the State will be sending \$1,677.88. New reports need to be sent in by July 31<sup>st</sup>.
- February 2021 is the deadline to apply for Enrich Iowa: Direct State Aid Tier Status/Funding Levels.
- October 31<sup>st</sup>, 2020 is the deadline for the Annual Library Survey. No longer need to count magazine subscriptions.
- Ordered bags for curbside and summer reading program. Summer reading sign up online or in person. Logs will be online, activity sheets can be turned in. Curbside delivery is going well.
- Book orders are being placed, lots of new content.
- Started Iowa Shares program up again and on SILO.

**Minutes:** Motion by Cooper, second by McCall to approve the minutes of the June 10<sup>th</sup>, 2020 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>			
Office Max	6/18/2020	Floor mats, hand sanitizer, sanitizing wipes	\$116.52
CHARGE TOTAL:			\$116.52
Baker and Taylor	5/29/20-6/8/20	Books	\$187.17
OMC	4/28/20-5/26/20	Contract Fee/Meter Reading	\$260.17
Micromarketing Inc	6/23/2020	Audio Books	\$64.01
Hawkeye Fire and Safety	6/16/2020	Extinguisher Check	\$16.00

Per Mar Security	6/8/2020	Fire and security monitoring	\$344.28
Creative Product Source	6/15/2020	Library Bags	\$100.00
<b>Total Bills to be Approved</b>			<b>\$1,088.15</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$12.00
Springville Telephone			\$41.31
<b>Total Utilities</b>			<b>\$53.31</b>
<b>Total Bills</b>			<b>\$1,141.46</b>

Discussed the bills to be paid, would like more detailed billing from OMC. Motion by Allsup, second by Carnahan to pay the bills as presented, all ayes, motion carried.

**Income:** No income reported

**Financial Report:** Reviewed financial reports from City.

#### **Old Business:**

1. **Board Appointment from City Council:** Appointed Tina Allsup to another term.
2. **Building Issues:** Discussions around sanitizing and cleaning. Questions regarding the type of mop to use in Buresh Room. Will check on shingles. Steve is working on bench and table. Linn Co-op to treat the lawn for weeds, donation by Susan Cooper. She has also paid for Fall and Spring treatments.
3. **Pandemic plan updates:** Phase I is going well. We should be ready for Phase II, starting Tuesday, July 14<sup>th</sup>.
4. **Security cameras:** Discussion of cameras and no action required.

#### **New Business:**

1. **Quote from Affordable Heating & Cooling regarding Thermostats:** Motion by Carnahan, second by Porter to accept the quote from Affordable Heating & Cooling to replace the 4 thermostats in the Library as presented, all ayes, motion carried
2. **Policy for Employee Evaluations by Board Members:** Review new forms. Motion by Allsup, second by Carnahan to accept the new Employee Evaluation forms (G1 & G2) as presented, all ayes, motion carried
3. **Refund to Monday Nighter's for prepaid Buresh Room Rental.** Discussed giving a refund of rental fees that were collected for March to July. The prepaid amount will cover the number of times that they can rent the Buresh Room regardless of dates.
4. **Legalities in Library rules, procedures, code of conduct general activities, etc.** Multiple topics were discussed as a group.

**Correspondences and Announcements:** Thank you from the Election workers. Vaughn to check with Per Mar on rate increases.

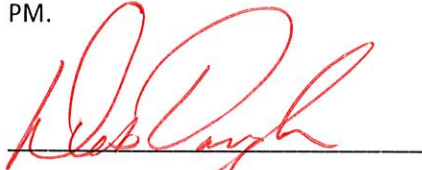
#### **Agenda items for Next Meeting:**

- Pandemic plan updates
- Building Issues
- Per Mar billing
- Committee Appointments


**Next meeting:**

- Board meeting on August 12th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Carnahan all ayes, motion carried. Meeting adjourned at 7:46 PM.



Deb Vaughn, **President**



Tina Allsup, **Secretary**



July 2020

# Springville Memorial Library Payment Vouchers

August 2020 meeting cancelled due to Derecho - payment approved by email consensus Deb Vaughn, President.

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<b><u>CREDIT CARD CHARGES:</u></b>			
CHARGE TOTAL:			
Swank USA		Movie License 15 months	\$425.00
Menards		Cleaning Supplies	\$19.34
Susan Cooper		Wipes/Gloves	\$29.03
Deb Vaughn		Plexiglass barrier for circ desk	\$183.34
OMC	7/29/2020	Contract Fee	\$204.00
Micromarketing Inc	7/16/2020	Audio Books	\$85.01
Baker and Taylor	6/22-7/27/20	Books	\$492.89
<b>Total non-utility</b>			\$1,438.61
<b>Utility Bills- Preapproved</b>			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$12.00
Springville Telephone			\$42.37
<b>Total Utilities</b>	\$-		\$54.37
<b>Total Bills</b>			\$1,492.98