

**Springville Memorial Library Board Meeting
August 11, 2021, 6:30 PM- Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on August 11th, 2021 by President Deb Vaughn. Present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter, and Deb Vaughn. Linda Eldred was also in attendance.

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

Minutes: Motion by Davis, second by McCall to approve the minutes of the July 14th, 2021 meeting as presented, all ayes, motion carried.

Public Comment:

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
CHARGE TOTAL:			
Baker & Taylor	7/14/2021	Books	\$100.19
Herb Quarterly	8/20/2021	1year	\$18.96
Menard's	7/29/2021	window cleaning supplies	\$45.45
Micro-marketing	7/8-7/29/2021	Books on cd	\$349.00
Penworthy	7/28/2021	Books	\$137.71
OMC	8/10/2021	Meter reading 5/14-8/13/2021	\$134.18
Total Bills to be Approved			\$785.49
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			\$39.53
Wapsi Waste			\$12.00
Springville Telephone			\$46.11
Total Utilities			\$97.64
Total Bills			\$883.13

*Minutes were Approved
Tina is on vacation - will have
her sign when she returns*

No questions regarding the bills. Motion by Allsup, second by Porter to pay the bills as presented, all ayes, motion carried.

Income: Reviewed income report

Missing or Damaged fees	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$74.75
Donations	001-410-2-4705	\$90.25
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	
Total Amount Deposited		\$165.00

Financial Report: Reviewed July report from the City.

Correspondence: None

Reports:

- **Director's Report**

- Uptick in new volunteers dedicating their time! Full staff on the horizon!
- In October my plans are to have early out programming and other adult programming. In September we will have a Red Cedar concert.
- Reminder: New Boardroom series –
 - Great to Collaborate: August 24, 2021 6:00-7:30
 - Acting on Input-surveys: August 18, 10:00-11:00
- We finished putting dvd's in cases so it will save on check-out time. Great time saver.
- Summer Reading: The program on Wednesday went well. Chuck Ung always puts on a great program and we appreciate him and his knowledge. This year he waived the fee. Our next event is our party for end of summer
- Grant Funds - Hoopla Account in process-there are several options so we are taking our time to be sure we get the right options. Two purchases (receipt printer and door counter) pending- shipping delays are causing some frustration but eventually will be here. Still researching Bench information.
- *Assistant Director position offered to and accepted by Edith Strand.*
 - Start Date of August 12th for orientation and training.
 - My starting salary recommendation due to the experience she brings to this position is \$12.00 per hour.
- *Library Associate* on call position to fill with an eye to full staffing.
- *Covid Status/Recommendation* - We are continuing our hand sanitizing and suggesting masks
- Building Maintenance: Scott is working on the windows.

- **Friends' Report**

- Book Sale during August 14 Fun Days (11:00 – 1:30) in Buresh Room or lobby.

Unfinished Business:

1. **Roof Replacement:** Roof is complete, discuss additional expenses. Will submit to insurance company to see if these are covered. Motion by Davis to pay the final invoice from Blackford Construction for the roof replacement with the additional cost of \$1,357.92 to be charged to Building and Grounds, second by Carnahan, all ayes, motion carried.
2. **Strategic Planning** – Quote from DeLancey for electrical work is \$2,500, Allied Glass is \$6,350. Motion by Davis, second by Porter to proceed with the purchase and installation of two automatic door openers and post with Allied Glass and electrical work with DeLancey to not exceed \$10,000, six ayes, one nay, motion carried. Cooper to provide information on post, location, and design. Will reach out to Friends of the Library for a request for assistance of \$2,500.
3. **Grievance Policy:** Sta-11 Grievance Procedures reviewed.

New Business:

1. **Policy Committee:**

1. **Meeting Minutes:** Posted on Library Shared Site.
2. **Policy Revisions:** Motion by McCall, second by Porter to approve the policy revisions stated below as amended, all ayes, motion carried.
 1. Gov-6 Library Org Chart, Sta-15 Job Description, Sta-15b – Directory Job Description.
 2. Mng-2 Statistics, Mng-4 Fundraising Donations, Mng-9 Meeting Rooms, Mng-15 Credit Card Use.
 3. Sta-3 Salary, Form I Timesheets
2. **Assistant Directory salary:** Recommendation by Linda, Library Director. Motion by Cooper, second by Carnahan to approve the salary recommendation of starting wage of \$11.75, with a wage range of \$12.00 after 90 day review for the Assistant Library Director, all ayes, motion carried.

Trustee Comments: Allsup will not be attending the September 11th meeting, Davis to be Secretary Pro Tem

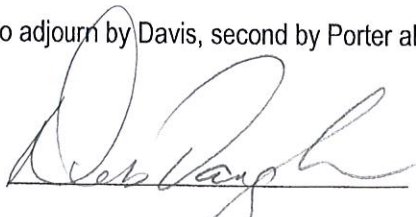
Agenda items for Next Meeting:

- Strategic Planning review

Next meeting:

- Board meeting on September 8th, 2021 at 6:30 PM in the Buresh Room

Motion to adjourn by Davis, second by Porter all ayes, motion carried. Meeting adjourned at 7:44 PM.



Deb Vaughn, **President**

Tina Allsup, **Secretary**