

CALL

Springville Memorial Library Board Meeting

August 14, 2019, 6:30 PM

Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:33 PM on August 14th, 2019 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 Davis, second by Cooper to approve the agenda, all ayes, motion carried.

Public Comment: None

Friends' Report: Will be meeting in September.

Minutes: Motion by Cooper, second by Carnahan to approve the minutes of the July 10th, 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>			
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 Consultants	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

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

Income:

Fines	001-410-1-4530	\$38.95
Copies/Merchandise Sales	001-410-4-4750	\$65.50
Donations	001-410-2-4705	\$5.20
SIL0	001-410-1--4550	\$10.00
Buresh Room Rental	001-410-4-4310	\$120.00
Recreation Concessions	001-410-1-4755	\$2.50
Cash Trust	169-410-2-4705	
Total Amount Deposited		\$242.15

Financial Report: Review financial reports from City. Trust will be turned into a Savings account next week.

Director's Report:

Circulation: City: 508 Rural: 430 Open Access: 67 SILO: 19
Computer users: 576
Patrons through the door: 1,343
Bridges eBook downloads: 78
Study Room Use: 18 with 35 patrons
Buresh Room Use: 4 paid rental, 8 library uses, 0 voting
Volunteers: 6 Volunteers for 50 hours

Program totals for July 2019

July	Activity	children	adults
3-Jul	activity	7	4
10-Jul	activity	8	5
11-Jul	story time	8	5
11-Jul	Harold Gray	15	
18-Jul	story time	5	3
18-Jul	crafterevening	14	

24-Jul	Activity	12	7
25-Jul	story time	11	5
31-Jul	activity	5	6
Total	120	85	35

Yearly movies to date: 0

Reports –

- Linn County Librarian's Association meeting – Aug 13 in Ely, meeting was dedicated to planning a meeting on September 11th with the Linn County Supervisors regarding future of our libraries. Hoping for a November meeting to ask for more funding. Things to highlight: community service and computers for user access (applying for jobs).
- Annual survey has been posted on State site and I'm compiling figures. Due date is October 31, 2019.
- Summer Reading finale was a success. Fall will have Back to School Bingo.
- Movie licensing offers advertising for each movie we will be playing.

Old Business:

1. **Security upgrades Per Mar:** System is in working order, but there are a few issues still to work through. Cannot use key during certain times of the day. Doors lock on schedule but alarm is not set on the schedule.
2. **Building Issues:**
 - a. Roof quote: not available yet
 - b. Janitorial Discussion items: Ask Scott about the workload and see if we need to hire additional help once a month.
3. **Outdoor Furniture update:** Two tables have been delivered and setup. Bench to be delivered next week. We received a repair kit and looking to get this fixed quickly.

New Business:

1. **Policy Revisions:** None this month.
2. **Shelving:** Davis to assist with quote on shelving options. Have installed other shelving in the library.
3. **Committees**
 - a. Budget & Finance – Tina Allsup, Daryl McCall, Treva Davis.
 - b. Personnel – James Porter, Daryl McCall, Deb Vaughn, community member.
 - c. Long Range Planning – Susan Cooper, Tina Allsup, Deb Vaughn, community member.
 - d. Policies – Susan Cooper, Marla Carnahan, Treva Davis.
 - e. Public Relations – James Porter, Marla Carnahan, Deb Vaughn, community member.
 - f. President Pro-Tem: Marla Carnahan
4. **Procedure Book:** Notes have been added and some pieces are missing. These need to be updated. Linda, Vaughn, Davis and Carnahan to review and add notes. Need to store this electronically in the Shared Site.
5. **Computer Sales:** Selling for \$75 for used computers.

Correspondences and Announcements: Melanie changed the Email address on scanner.

Agenda items for Next Meeting:

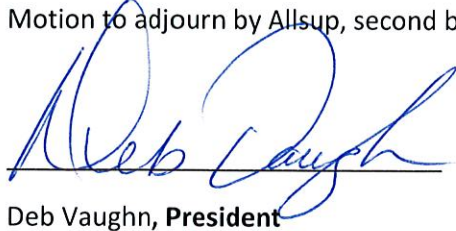
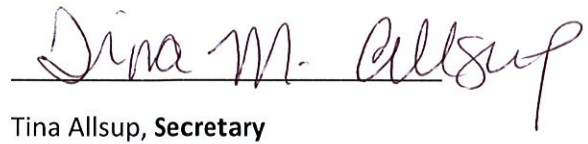
- Building Issues
 - Roofing
 - Shelving
- Policy Revisions
- Security Upgrades - Per Mar security

- Committees

Next meeting:

- Board meeting on September 11th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Allsup, second by McCall, all ayes, motion carried. Meeting adjourned at 7:55 PM


Deb Vaughn, **President**
Tina Allsup, **Secretary**

Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Walmart	8/13/2019	Summer Reading Party Supplies	\$14.11
Book Warehouse	8/16/2019	Books	\$82.20
Walmart	8/28/2019	Board Book Supplies	\$23.93
		CHARGE TOTAL:	\$120.24
Arthritis Today		1 Year Renew	\$14.95
Affordable Heating	7/18/2019	HVAC Check	\$135.00
Linda Eldred	8/14/2019	Mileage	\$31.31
Smart Apple Media	8/29/2019	Books	\$254.53
Penworthy	8/16/2019	STEM kits	\$348.96
American Library Preview	8/27/2019	Books	\$314.17
Baker and Taylor	8/15-8/22/19	Books	\$212.07
Petty Cash	8/9/-9/3/19	Postage	\$23.23
Red Cedar Chamber		Concert Fee(Savings)	\$200.00
Petty Cash	9/19/2019	Four Star-roof repair	\$20.00
Total Bills to be Approved			\$1,674.46
Utility Bills-Preapproved			
Alliant Energy			
Black Hills Energy			\$33.71
Wapsi Waste			\$12.00
Springville Telephone			
Total Utilities			\$45.71
Total Bills			\$1,720.17