

Springville Memorial Library Board Meeting
August 8, 2018, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on August 8th, 2018 by President Deb Vaughn.

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

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

Public Comment: None

Friends' Report: Will be having a sale August 17 & 18.

Director Sharing:

- Summer Reading: Lots of activities, final party next week.
- Mystery Event was well attended
- Beverly Frank – Historical Society: Have to have our consent to have ownership of the microfilm machine or they cannot house it.

Minutes: Motion by McCall, second by Porter to approve the minutes of the July 18th, 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>			
Junior Library Guild	7/16/2018	Books	\$80.00
Menards	7/13/2018	Window Cleaner	\$21.83
Office Depot	7/20/2018	Printer Paper/Glue Dots	\$39.41
Amazon	7/25/2018	Dvd's	\$164.60
Amazon	7/28/2018	Shipping Tape	\$12.45
CHARGE TOTAL:			\$318.29
Baker and Taylor	7/3/18-7/20/18	Books	\$232.48
Kids Reference Inc	5/18/2018	Books	\$213.86
Micromarketing Inc	7/18/2018	Audio Books	\$204.50
Petty Cash	7/11/18-7/30/18	Postage	\$29.75
Marion Janitorial	6/22/2018	Paper Towels & TP	\$84.07
Total Bills to be Approved			\$1,082.95
Utility Bills- Preapproved			

Alliant Energy	
Black Hills Energy	\$71.13
Rudd Sanitation	\$18.50
Springville Telephone	
Total Utilities	\$89.63
Total Bills	\$1,172.58

Discussion was held regarding bills. Motion by Davis, second by McCall to pay the bills as presented, all ayes, motion carried.

Income:

Fines	001-4010-1-4530	\$22.40
Copies/Merchandise Sales	001-4010-4-4750	\$45.70
Donations	001-4010-2-4705	
SILO	001-4010-1--4550	\$8.00
Buresh Room Rental	001-4010-4-4310	\$50.00
Recreation Concessions	001-4010-1-4755	\$6.25
Cash Trust	169-4010-2-4705	
Total Amount Deposited		\$132.35

Financial Report: Review financial reports from City. When State budget was sent in, our line for Revenue did not include the County money.

Director's Report:

Circulation: City: 360 Rural: 385 Open Access: 87 SILO: 4
Computer users: 480
Patrons through the door: 2,148
Bridges eBook downloads: 76
Study Room Use: 82 with 121 patrons
Buresh Room Use: 2 paid rental, 9 library uses, 0 voting
Volunteers: 17 Volunteers for 85 hours

Program totals for Jul 2018

July	Activity	children	adult
1-Jul	crafternoon		5
2-Jul	book group		10
5-Jul	Story time	2	1

5-Jul	Knitters		4
11-Jul	Summer Activity	10	5
12-Jul	AARP Smart Driver		12
19-Jul	Amanda Doster	8	12
19-Jul	Amanda Doster class	4	1
19-Jul	Knitters		2
19-Jul	Family Movie Night	2	5
20-Jul	activity - movie	9	3
25-Jul	story time	3	2
26-Jul	Knitters		4
27-Jul	Mystery night	7	32
12-Jul	Mystery Meeting	1	5
12-Jul	Knitters		2
12-Jul	Harold Gray	8	22
18-Jul	summer activity	12	6
19-Jul	story time	3	2
Total	204	69	135

Yearly movies to date: 2

- **Continuing Education-** I am currently viewing the Boardroom Series on HR (Human Relations) as it pertains to libraries by way of the State Library archives and will present a board education power point at a later date.
- **Annual Survey-** The worksheet is not out yet; however I'm compiling the numbers ahead of time.
- **Monday Nighters** – Interested in helping to purchase a computer for the library.

Old Business:

1. **Building Issues:** Pella was here to inspect the windows – will have a \$90 service fee and expenses for parts. Shelving extension is needed for the large print, Young Adult and Books on CD section. Friends of the Library would like us to explore the possibility of installing automatic doors – wondering if there is any county funding available for this conversion. Outdoor seating Mr. Porter is researching options.
2. **LED lighting replacement:** All lights but 1 has been installed.
3. **Policy Revisions:** Form A-B is not used; need to use the Library Card application. Motion by McCall, second by Porter to approve the Cir-1, Cir-2, Cir-3, Cir-4, Cir-5, Cir-6, Cir-7 policies as presented with the proposed amendments to be made without approval, all ayes, motion carried.
4. **New copier:** Willing to switch it out at same price as old copier – also need to know per copy pricing. Need to review before signing contract.

New Business:

1. Appointment of Committees and President Pro-Tem:

- a. Budget & Finance – Tina Allsup, Daryl McCall, Treva Davis.
- b. Personnel – Marla Carnahan, Daryl McCall, Deb Vaughn.
- c. Long Range Planning – Daryl McCall, Marla Carnahan, Tina Allsup.
- d. Policies – James Porter, Angel Chizek, Deb Vaughn, Treva Davis.
- e. Public Relations – James Porter, Angel Chizek, Deb Vaughn.
- f. President Pro-Tem: Marla Carnahan

Correspondences and Announcements:

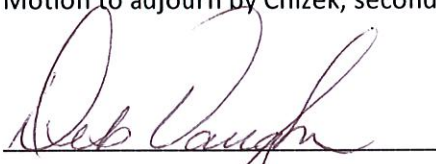
- Memorial for Melissa Davidson and Treva's brother
- Requesting information on National Medal for Museum and Library Service

Agenda items for Next Meeting:

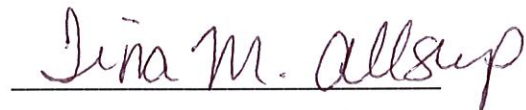
1. Building Issues
2. LED Replacement
3. Review policy revisions
4. New copier machine agreement and per copy pricing
5. Microfilm machine gift to Historical Society

Next meeting: Board meeting on September 5th, 2018 at 6:30 PM in the Buresh Room.

Motion to adjourn by Chizek, second by McCall all ayes, motion carried. Meeting adjourned at 7:36 PM



Deb Vaughn, **President**



Tina Allsup, **Secretary**