

# Minutes

## Springville Memorial Library Board Meeting September 11, 2019, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:31 PM on September 11<sup>th</sup>, 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 Cooper, second by Porter to approve the agenda, all ayes, motion carried.

**Public Comment:** None

**Friends' Report:** Annual meeting September 12<sup>th</sup> at 6:30.

**Minutes:** Motion by Cooper, second by McCall to approve the minutes of the August 14<sup>th</sup>, 2019 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>			
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	\$200.00
Petty Cash	9/19/2019	Four Star-roof repair	\$20.00
<b>Total Bills to be Approved</b>			<b>\$1,674.46</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$508.57
Black Hills Energy			\$33.71
Wapsi Waste			\$12.00
Springville Telephone			

<b>Total Utilities</b>		\$554.28
<b>Total Bills</b>		\$2,228.74

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

**Income:**

Fines	001-410-1-4530	\$55.20
Copies/Merchandise Sales	001-410-4-4750	\$149.75
Donations	001-410-2-4705	\$30.00
SILO	001-410-1--4550	\$12.00
Buresh Room Rental	001-410-4-4310	\$100.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	
<b>Total Amount Deposited</b>		<b>\$376.95</b>

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

**Director's Report:**

**Circulation:** City: 46 Rural: 360 Open Access: 70 SILO: 5  
**Computer users:** 565  
**Patrons through the door:** 1,360  
**Bridges eBook downloads:** 76  
**Study Room Use:** 20 with 45 patrons  
**Buresh Room Use:** 5 paid rental, 9 library uses, 0 voting  
**Volunteers:** 10 Volunteers for 48.5 hours

**Program totals for August 2019**

August	Activity	children	adult
1-Aug	story time	6	3
5-Aug	book group		8
8-Aug	activity	18	5
9-Aug	story time	6	3
14-Aug	activity finale	22	6
15-Aug	story time	6	3
20-Aug	crafterevening		14
21-Aug	activity	3	2
22-Aug	knitters		2
28-Aug	activity-movie	21	4
<b>total</b>	<b>132</b>	<b>82</b>	<b>50</b>

**Yearly movies to date: 1**

**Reports –**

- Linn County Librarian's Association meeting – September 11 at Cedar Rapids Public Library.
- STEM Kits are now available. Plan on letting school personnel know. 12 available and we

purchased 4 for now.

### Old Business:

1. **Security upgrades Per Mar:** Tutorials to review security setup. Buresh Room Rental information is now just informational.
2. **Building Issues:**
  - a. Roof: Few shingles needed to be reattached, it is now completed.
  - b. Janitorial Discussion items: Scott would like to have a list of tasks to be completed with timelines and dates. Cooper and Linda to start working on a list of tasks. Davis and Porter to supply list of outside tasks that they have been performing.
  - c. Tables are having issues with finish on top. Check with furniture repair companies about repairing or replacing top.
  - d. Caulking around the building has been completed.
3. **Outdoor Furniture update:** Bench has yet to be delivered. May need to cancel and reorder with another company. Davis to work with Melanie to cancel order if we have not received an update by Friday.
4. **Shelving:** Iowa Prison Companies will be providing an estimate for shelving.
5. **Committees:** Review list provided by Vaughn.
6. **Procedures:** They are there to provide assistance to anyone working in the Library. Provide at least one procedure at next meeting.

### New Business:

1. **Policy Revisions:** Collection section Col-1 Budgeting for Collection, Col-2 Selection, Col-3 Weeding. Motion by Allsup, second by McCall to approve the Collection Management revisions as presented, all ayes, motion carried. Staffing section will be the next section to review.

### Correspondences and Announcements:

- Found 11 pins that can be sold for the library at \$5 a piece.

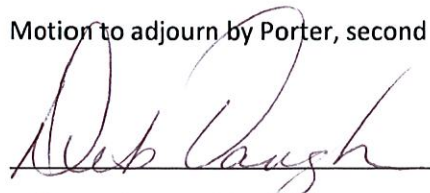
### Agenda items for Next Meeting:

- Building Issues
- Procedure revisions
- Policy Revisions
- Committees
- Outdoor Furniture
- Shelving

### Next meeting:

- Board meeting on October 9th, 2019 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by McCall, all ayes, motion carried. Meeting adjourned at 7:50 PM



Deb Vaughn, President



Tina Allsup, Secretary