

# Minutes

## Springville Memorial Library Board Meeting September 5, 2018, 6:30 PM Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on September 5<sup>th</sup>, 2018 by President Deb Vaughn.

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

**Agenda:** Motion by Allsup, second by McCall to approve the agenda as presented, all ayes, motion carried.

**Public Comment:** None

**Friends' Report:** Annual Meeting on September 13<sup>th</sup>. Will have a board meeting and then have the Annual Meeting afterwards.

### Director Sharing:

- Marla is on standby if Linda needs to leave for medical emergencies for her husband.
- Confusion with the Historical Society and the Microfilm machine will be presented at the next Historical Society meeting. Nothing for the library to do at this time.
- Volunteer put a fall bulletin board schedule together.

**Minutes:** Motion by Davis, second by McCall to approve the minutes of the August 8<sup>th</sup>, 2018 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>			
Hy-Vee		Ice Cream Toppings for Final Party	\$6.66
Aldi		Cookies for Final Party	\$7.54
Fareway		Movie Night Candy	\$21.38
Barnes and Noble		Gift Card Prizes	\$125.00
Amazon	8/13/2018	Coffee Cups and Pitcher Filters	\$58.40
Amazon	8/15/2018	Disc Cleaner/Keyboard Mouse Combos	\$123.89
CHARGE TOTAL:			\$342.87
Baker and Taylor	7/31-8/8/18	Books	\$50.73
Diamond Lake Books	8/6/2018	Books	\$206.25
Pepper's Delightful Discovery Books	8/9/2018	Books	\$22.00
National Geographic		1 Year Renew	\$39.00

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Consumer Reports on Health		2 Year Renew	\$39.00
Arthritis Today		1 Year Renew	\$14.95
Comfort Solutions	8/13/2018	Air Conditioner Repair	\$290.25
Petty Cash	8/6-8/22/18	Postage	\$23.60
Total Illumination	8/5	LED Lighting Replacement	\$4,784.29
<b>Total Bills to be Approved</b>			\$5,812.94
<b>Utility Bills- Preapproved</b>			
Alliant Energy			
Black Hills Energy			
Rudd Sanitation			\$18.50
Springville Telephone			\$39.41
<b>Total Utilities</b>			\$57.91
<b>Total Bills</b>			\$5,870.85

Discussion was held regarding bills. New bill for Total Illumination did the final walk through and a couple of items:

- 1 sensor is not working for Emergency lights. Lights do not seem to be staying on overnight.
- Deposit was paid – Original quote was \$13,798.30 , we added the 7 outside lights. Bill came in as \$14,376.30 – difference of \$578. Sales Tax included – we need this removed as we do not pay sales tax. Permit fee of \$150 – that was not authorized by the Library Board. City indicated that the permit would be waived. Final bill of \$5,570.59 .
- Motion by McCall, second by Carnahan, to approve the final bill of \$4,784.29 after a deduction of \$636.30 for Sales Tax and \$150 contested for Building Permit, all ayes, motion carried.

Discussed the Comfort Solutions bill in regards to the work completed and the recommendations that were made by Comfort Solutions tech. We will need to get other bids when the current contract is up. Motion by Davis, second by McCall to pay the bills as amended, all ayes, motion carried.

#### Income:

Fines	001-4010-1-4530	\$40.20
Copies/Merchandise Sales	001-4010-4-4750	\$58.50
Donations	001-4010-2-4705	
SILO	001-4010-1--4550	\$4.00
Buresh Room Rental	001-4010-4-4310	\$127.50
Recreation Concessions	001-4010-1-4755	\$6.25
Cash Trust	169-4010-2-4705	\$65.00
<b>Total Amount Deposited</b>		<b>\$301.35</b>

**Circulation:** City: 427 Rural: 378 Open Access: 49 SILO: 3  
**Computer users:** 582  
**Patrons through the door:** 2,180  
**Bridges eBook downloads:** 69  
**Study Room Use:** 80 with 115 patrons  
**Buresh Room Use:** 4 paid rental, 11 library uses, 0 voting  
**Volunteers:** 9 Volunteers for 53 hours

**Program totals for August 2018**

August	Activities	Children	Adult
1-Aug	Music Academy Activity	7	5
2-Aug	Story Time	6	3
2-Aug	Knitters		2
5-Aug	Crafternoon	1	12
6-Aug	Book Group		7
8-Aug	Owl Activity	13	12
9-Aug	Story time Author visit	3	3
9-Aug	Knitters		2
15-Aug	Final Summer Party	25	6
16-Aug	Story time	6	2
16-Aug	Knitters		3
24-Aug	Family movie night	3	6
29-Aug	Activity day movie	16	3
30-Aug	Knitters		4
<b>Total</b>	<b>150</b>	<b>80</b>	<b>70</b>

Yearly movies to date: 4

- **Summer Reading-** The final party went well. Our cash outlay for prizes was minimal with donated prizes, only spending money for Barnes & Noble gift cards. We had ice cream sundaes and cake and for an activity we got out the glitter paint, markers & crayons and finished decorating the summer reading wall. All the winners are listed in the September newsletter.
- **New library cards-** We have issued more new library cards this last month than usual. We try to make it a practice to remember the patrons' name the next time they come in to use the library.
- **Annual Survey:** Continuing to work on this, due October 31.
- High School volunteer coming in 3 days a week.

**Old Business:**

**1. Building Issues:**

- a. Comfort Solutions – Air Conditioner: Has been repaired and was discussed under Bills. Start researching companies for new bids – contract is up in January.
- b. Total Illumination – Lighting: Has been completed and discussed under Bills.
- c. Other: Still waiting on replacement parts from Pella. Top of the wall needs to be cleaned – cannot be power washed, recommend Wet and Forget. Striker on Buresh



- b. Total Illumination – Lighting: Has been completed and discussed under Bills.
- c. Other: Still waiting on replacement parts from Pella. Top of the wall needs to be cleaned – cannot be power washed, recommend Wet and Forget. Striker on Buresh Room door is not making contact – door needs to be lifted in place.
- 2. **LED lighting replacement:** 1 sensor is not working near the entrance to the library and security lights not staying on. Deb will contact them regarding these issues and the bill.
- 3. **Policy Revisions:** Nothing to review this month.
- 4. **New copier:** Rental agreement was updated to show a beginning date of 8/14: \$68/month fee and copy fees are \$0.10 per black, \$0.75 for color. Will ask for a corrected cost and will be reviewed by email.

**New Business:** None

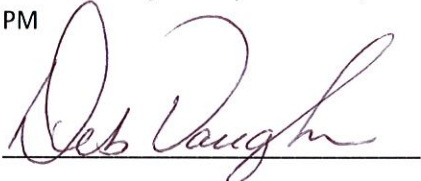
**Correspondences and Announcements:** None

**Agenda items for Next Meeting:**

- 1. Building Issues
- 2. Copy machine
- 3. Policy Revisions
- 4. Computer replacement

**Next meeting:** Board meeting on October 10<sup>th</sup>, 2018 at 6:30 PM in the Buresh Room.

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



Deb Vaughn, **President**



Tina Allsup, **Secretary**