

Minutes

**Springville Memorial Library Board Meeting
September 8, 2021, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:35 PM on September 8th, 2021 by President Pro-Tem Marla Carnahan.

Present: Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, and James Porter. Linda Eldred and Cheryl Weld were also in attendance. Tina Allsup and Deb Vaughn were absent.

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

Minutes: Motion by Davis, second by Porter to approve the minutes of the August 11th, 2021 meeting as presented, all ayes, motion carried.

Public Comment: None

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Walmart	8/20/2021	2 reams copy paper	\$8.50
CHARGE TOTAL:			\$8.50
Baker & Taylor	7/27-8/23/21	Books	\$471.25
Diamond Lake Book Co	8/16/2021	Books	\$66.80
Menards	8/11/2021	8' Extension Handle	\$6.08
MicroMarketing	5/11-8/5/21	Audio visual	\$427.98
MicroMarketing	8/10/2021	Large Print Books	\$136.06
Overdrive	8/27/2021	Ebook content Bridges	\$493.32
RDJ	6/23/2021	Shipping for Magnets	\$24.88
Total Bills to be Approved			\$1,649.82
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			
Wapsi Waste			\$12.00
Springville Telephone			\$46.11
Total Utilities			\$58.11
Total Bills			\$1,707.93

No questions regarding the bills. Motion by Cooper, second by Carnahan 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	\$28.00
Donations	001-410-2-4705	\$5.00
SILO	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$500.00
Total Amount Deposited		\$533.00

Financial Report: Reviewed August report from the City.

Correspondence: Received a \$200 donation from Benevity Community Impact.

Deb Vaughn entered the meeting at 6:42 PM.

Reports:

- **Director's Report**
 - Edie is working and it is nice to have a full staff again.
 - Summer reading went well and party well received. Am going to reach out to school to let them know what we have to offer.
 - Red Cedar Chamber Concert is September 25 at 1:00, the Friends paid for this concert.
 - Brainfuse Frontline staff training class is September 13-Linda and Edie will attend.
 - Acting on Input results on September 15 10-11-this is the last of this series.
 - *Library Associate* on call position on September 13 will gather applications and start interviews.
 - *Covid Status/Recommendation* - We are continuing our hand sanitizing and suggesting masks am watching and listening to what is going on in our world and own backyard.
 - Building Maintenance: Scott has finished ½ of the outside windows, he will have difficult time finishing the window cleaning in a timely fashion. Hire someone to finish the windows.
 - Annual Report is done and sent in.
 - Linn Co. Librarians will meet September 21 at Ely
- **President's Report:**
 - Looking into getting some of the Linn County ARPA relief funds for the library
- **Trustees Report:**
 - Davis reported that the amount to turn into the county for city money is \$89,593
 - McCall will look into getting double screens and laptops for the employees.
- **Friends' Report**
 - Cheryl Weld reported on the Book Sale in August. They are working on processing the request for \$2500. Possible book sale during the Tree Walk

Unfinished Business:

1. Strategic plan-\$5900 for Allied Glass to put in the automatic doors, consensus was to continue moving forward, Cooper will contact them to get the project started.
2. Grievance Policy-Nothing new since last month.

New Business: None

Trustee Comments: None

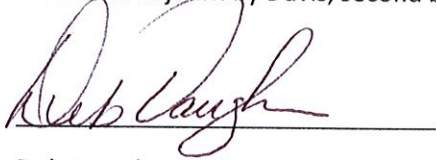
Agenda items for Next Meeting:

- Window cleaning
- Technology improvements and emails
- Strategic plan

Next meeting:

- Board meeting on October 13th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis, second by Porter all ayes, motion carried. Meeting adjourned at 7:15 PM.



Deb Vaughn, President



Treva Davis, Secretary Pro-Tem

Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
Walmart	9/16/2021	Office Supplies	\$3.55
CHARGE TOTAL:			\$3.55
Anamosa Journal-Eureka	8/27/2021	1 yr subscription	\$49.00
Baker & Taylor	8/30/21-9/27/21	Books	\$356.06
Consumer Reports	9/3/2021	1 yr subscription	\$32.10
Diamond Lake Book Co	9/20/2021	Books	\$47.85
Eldred, Linda	9/21/2021	Mileage to Ely	\$10.10
Gardner Media	8/31/2021	Books	\$289.87
The Iowan	9/15/2021	1 yr subscription	\$24.00
Junior Library Guild	11/1/2021	STEAM Kits (Savings)	\$659.70
Junior Library Guild	11/1/2021	Subscription & Books	\$823.60
Linn News Letter	9/7/2021	1 yr subscription	\$49.00
Micromarketing	9/8/21-9/28/21	CD's	\$197.35
Midamerica Books	7/21/2021	Books	\$113.70
PerMar	9/8/2021	FA & BA monitoring 10/1-12/31/2021	\$354.60
PerMar	9/22/2021	Battery	\$70.50
SWANK	9/15/2021	Movie license 10/15/21-10/14/22	\$425.00
Total Bills to be Approved			\$3,505.98
Utility Bills- Preapproved			
Alliant Energy			\$407.11
Black Hills Energy			\$35.35
Wapsi Waste			\$12.00
Springville Telephone			\$48.23
Total Utilities			\$502.69
Total Bills			\$4,008.67