

**Springville Memorial Library Board Meeting
February 8, 2017, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on February 8th, 2017 by President Deb Vaughn.

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

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

Public Comment: No public comment

Friends' Report: No Friends' report

Minutes: Motion by Davis, second by Porter to approve the minutes of the January 11, 2017 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>			
Walmart		Glue	\$ 9.24
Demco	1/19/2017	Glue, tape, file stamp	\$ 92.03
CHARGE TOTAL:			\$ 101.27
Follett Systems	2/1/2017	Follett Tech Support & Renewal	\$ 850.00
Menards	1/25/2017	Cleaning and refuse supplies	\$ 52.02
Wapsipincion Almanac	1/30/2017	1 book	\$ 9.00
MidAmerica Books	11/9/2016	Books	\$ 182.55
Baker and Taylor	1/11/2017	Books	\$ 79.67
Petty Cash	1/11/17-1/31/17	Postage	\$ 19.53
Total Bills to be Approved			\$ 1,294.04
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			

Rudd Sanitation	\$	18.50
Springville Telephone	\$	39.35
Total Utilities	\$	57.85
Total Bills	\$	1,351.89

Motion by Porter, second by Allsup to pay the bills as presented, all ayes, and motion carried.

Income:

Fines	\$77.85	
Copies	\$81.55	
Donations		
SILO		
Book Replacement		
Buresh Room Rental	\$140.00	4 rentals
Recreation Concessions		
Cash Trust	\$44.37	
Total	\$343.77	

One Buresh rental (35 dollars) was paid in cash, bringing the Buresh total to \$140. Cash trust was a re-imbusement check from the Friends for \$30 and a check from Linda at \$14.37 for the Minger memorial.

Financial Report: The January financial report was presented and discussed. City and Library spreadsheets do not match at this time.

Director's Report:

Circulation:	City: 358	Rural: 437	Open Access: 67	SILO: 10
Computer users:	456			
Patrons through the door:	2,014			
Bridges eBook downloads:	27			
Study Room Use:	36 with 65 patrons			
Buresh Room Use:	4 paid rental, 10 library uses, 0 voting			
Volunteers:	6 Volunteers for 108 hours			

Program totals for January 2017

<i>January</i>	<i>Activity</i>	<i>children</i>	<i>Adult</i>	
3-Jan	Book Group		7	
4-Jan	Early out Wednesday	30	7	Movie shown
5-Jan	story time	7	3	
5-Jan	knitters		2	
5-Jan	Adult coloring		6	
11-Jan	Early out Wednesday	24	5	
12-Jan	Story time	8	4	
12-Jan	knitters		3	
15-Jan	crafternoon		8	
18-Jan	Early out Wednesday	35	20	
19-Jan	story time	3	2	
19-Jan	knitters		3	
24-Jan	Early out Wednesday	24	6	movie shown
25-Jan	story time	3	2	
25-Jan	knitters		3	
Totals		215	134	81

- **Continuing education** - Something to think about – Kids First 2017 May 1-2, 2017. I have gone to this event twice; it is put on by the State Library every 2 years. The experience is amazing and I have always left the conference with so many ideas and have been able to use a lot of the ideas. They keep us busy with break-out sessions both days and lots of time for idea sharing for your libraries. The cost has stayed the same: \$95.00 for the conference (that includes breakfast & lunch) \$95.00 for hotel (up to 1-4 people).
- **T-Rex project** is hung and being enjoyed by all.
- **Memorial book Money**- My concern with this is when the memorial money is given for books it gets put in the Trust but I order the books thru Baker & Taylor or a book jobber and it gets taken out of my book budget. I would like to explore this. *Material purchased from Memorials can be paid from Trust Cash.*
- **Upcoming events** – Author coming in March - Harold Grey in April

Old Business:

1. **Building Issues - Cameras:** Nothing to report at this time. Waiting to hear back from ADT.
2. **Buresh Room – Covering Rentals:** Nothing to report at this time.
3. **Budget Committee Report:** Budget Committee presented to the City at the Council meeting on Tuesday, January 17. Discussed items in detail and adjusted line items to show a net increase of 3%. Motion by Davis, second by Carnahan to approve the Revised Budget for FY17-18 as presented, all ayes, and motion carried.
4. **Review County funding procedure:** Motion by Davis, second by Carnahan to approve the County Funding procedure as presented, all ayes, and motion carried.
5. **Review Fines & Copies procedure:** Made suggestions to the document and Melanie will present at next meeting.

New Business:

1. **St. Patrick's Day parade:** Unable to participate at this time.

Correspondences and Announcements:

- Computer issues – McCall and Allsup to research.
- Jamie to create user manuals for AV equipment as a volunteer.
- Thank you sent to Tyson and Exchange State Bank for popcorn for movie days.

Agenda items for Next Meeting:

1. Building Issues cameras
2. Buresh Room covering
3. Kids First 2017 request
4. Circulation Desk procedures
5. Fines & Copies procedure
6. Metrics on movie usage and plan for expanding programming

Next meeting: Board meeting on March 8, 2017 at 6:30 PM in the Buresh Room.

Motion to adjourn by McCall, second by Porter, all ayes, motion carried.

Meeting adjourned at 7:28 PM

Deb Vaughn, **President**

Tina Allsup, **Secretary**