

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

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

Present were: Tina Allsup, Marla Carnahan, Angel Chizek , Treva Davis, James Porter, and Deb Vaughn. Also in attendance were Linda Eldred and Melanie Vaughn. Daryl McCall 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. Meeting will be March 9<sup>th</sup>.

**Director Sharing:** Dino project nearing completion – Will be hanging last dinosaur and trophy head. Will advertise with newspapers on the display.

**Minutes:** Motion by Davis, second by Carnahan to approve the minutes of the February 8, 2017 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>			
Amazon.com		DVD's	\$ 67.80
CHARGE TOTAL:		\$67.80	
Micromarketing Inc	1/30/2017	Audio Books	\$ 157.00
Baker and Taylor	2/15/2017	Books	\$ 129.33
Office Machine Consultants	2/6/2017	Meter Read	\$ 155.95
Petty Cash	2-13-17- 2-28-17	Postage	\$ 14.63
<b>Total Bills to be Approved</b>			<b>\$ 544.91</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$ 423.39
Black Hills Energy			
Rudd Sanitation			\$ 18.50

Springville Telephone	\$ 40.03
<b>Total Utilities</b>	\$ 481.92
<b>Total Bills</b>	\$ 1,026.83

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

**Income:**

Fines	\$67.35
Copies	\$29.00
Donations	\$15.00
SILO	\$12.00
Book Replacement	
Buresh Room Rental	\$15.00
Recreation Concessions	\$22.25
Cash Trust	
<b>Total Amount Deposited</b>	<b>\$160.60</b>

Discussion

**Financial Report:** The February financial report was presented and discussed. Meetings & Conferences amount is getting low.

**Director's Report:**

**Circulation:** City: 231 Rural: 474 Open Access: 77 SILO: 7  
**Computer users:** 354  
**Patrons through the door:** 1,679  
**Bridges eBook downloads:** 33  
**Study Room Use:** 45 with 78 patrons  
**Buresh Room Use:** 2 paid rental, 10 library uses, 1 city, 0 voting  
**Volunteers:** 9 Volunteers for 148 hours

**Program totals for February 2017**

<i>February</i>	<i>Activities</i>	<i>children</i>	<i>adult</i>	<i>AV use in library</i>
1-Feb	EARLY OUT	26	5	
2-Feb	Story time	1	1	
2-Feb	Knitters		5	

2-Feb	Adult coloring		8	
5-Feb	Crafternoon - cancelled			
7-Feb	Book Group		9	
8-Feb	EARLY OUT	28	5	
9-Feb	Story time	2	2	
9-Feb	Knitters		5	
15-Feb	EARLY OUT	28	6	
16-Feb	Story time	8	5	
16-Feb	Knitters		4	
18-Feb	Sewing		3	radio
21-Feb	Kindergarden	24	2	
22-Feb	EARLY OUT	18	4	movie shown
23-Feb	Story time	5	4	
23-Feb	Knitters		4	
25-Feb	Sewing		2	radio
<b>Total patrons</b>		<b>214</b>	<b>140</b>	<b>74</b>

- **Bridges e-book contract** has been signed and mailed in (deadline is March 31, 2017)
- **Enrich Iowa Agreement Contract**- has been signed and mailed. (deadline April 30, 2017)
- I will be attending the Linn County Librarians meeting on March 6<sup>th</sup> .
- **Kids First conference information** – Conference begins May 1 at 8:00 am and runs through May 2<sup>nd</sup>. There is a 95.00 fee for the two days, the hotel will be 50.00 (I will pay for Sunday night) Mileage will be shared with Monticello. Staffing- Melanie and Marla will be scheduled the two days I am gone.
- Melanie will be gone on vacation April 2-8. We will need to call in a sub during that time.
- **Boardroom webinar Series:** The State Library is offering an extended webinar series for library boards beginning in March. Titled **The Boardroom** these webinars are scheduled on the last Thursday of every month from March through November (6:00-7:30 pm each time). The first session is titled Toward Better Board Recruitment followed on April by Toward Better Board Meetings. For further information look to the CE Catalog for a full description. [www.statelibraryofiowa.org](http://www.statelibraryofiowa.org) click on **For Libraries** then click on **CE catalog**. Please call me if you have any questions.
- **Linn County Librarians Meeting**- This am (3-6-2017) I went to the Linn County meeting in Center Point. It was very interesting with good discussion on our organization. It was decided as per the new In Service to Iowa: Public Library Standards from the State Library, we needed to elect a President, secretary and meet at least 4 times a year. We did this and made plans to reach out to the supervisors and be more visible in the Linn

County Area. Our next meeting is May 8<sup>th</sup> in Fairfax.

**Linn County contract figures** - This year - \$29,751.00

Last year- \$23,395.00

Increase- \$ 6,356.00

**Enrich Iowa Direct State Aid figures** – this year - 1,240.05

Last year- 1,387.94

Decrease 147.89

#### **Old Business:**

- 1. Review Fines & Copies procedure:** Motion by Davis, second by Carnahan to approve the Fines and Copies procedure as presented, all ayes, and motion carried.
- 2. Review Circulation Desk Procedure:** Tabled to next meeting.

#### **New Business:**

- 1. Personnel Committee Report:** Asked Linda/Melanie to review the Board to see if there are things we can be doing to help. They would like the Board to be more supportive of special events/programs. Linda will share events of the library at the beginning of the meeting.
- 2. Board Continuing Education:** Trustee Handbook Refresher – Roles/Meetings/Policy. Board members need to sign up for webinars that were mentioned in Director’s Report.
- 3. Volunteer Procedure overview:** Discussed changes. Motion by Davis, second by Carnahan to approve the Volunteer procedures as presented, all ayes, and motion carried.
- 3. Approval for Kids First Conference:** Amount will come out of General Fund (Training) but the budget will cover the overage. Motion by Chizek, second by Porter to approve Linda attending the Kids First Conference, all ayes, and motion carried.
- 4. Fence Discussion – Dennis Thies:** Chain link fence at the back of the property – City acquired the fence when the property was purchased. The Spring House property would like to maintain the hedge but cannot reach this when the fence is there. They would like to remove the fence and just leave the hedge as a barrier. Motion by Davis, second by Porter to ask the city to remove the fence between the Library and the Spring House at the request of the Spring House representative, all ayes, and motion carried.

#### **Correspondences and Announcements:**

- Jehri is going to stop selling Tupperware as May 1<sup>st</sup>. She has given names if we want to continue with another dealer.
- St. Patrick’s Day parade

#### **Agenda items for Next Meeting:**

1. Building Issues cameras
2. Buresh Room covering
3. Circulation Desk procedure
4. Metrics on movie usage and plan for expanding programming

**Next meeting:** Board meeting on April 12, 2017 at 6:30 PM in the Buresh Room.

Motion to adjourn by Carnahan, second by Chizek, all ayes, motion carried.

Meeting adjourned at 7:31 PM

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Deb Vaughn, **President**

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Tina Allsup, **Secretary**