

**Springville Memorial Library Board Meeting  
April 12, 2017, 6:30 PM  
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on April 12<sup>th</sup>, 2017 by President Deb Vaughn.

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

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

**Public Comment:** No public comment

**Friends' Report:**

- Saturday will be an Easter celebration. Photo opportunity with display, crafts, treats and book sale (11 am – 1 pm).

**Director Sharing:** Last Dinosaur is hung along with wreath. Making calls to media for advertisement on it. Summer Reading plans are coming along – booking extra programming events for it. Theme is “Build a Better World”.

**Minutes:** Motion by Davis, second by Carnahan to approve the minutes of the April 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	3/15/2017	DVDs	\$ 149.12
Fareway	3/17/2017	Coffee Cups	\$ 9.07
Letter Perfect Products	4/6/2107	donation plate	\$ 15.00
CHARGE TOTAL:\$173.19			
Iowa Gardener Magazine		6 Issue Renew	\$ 19.95
Linda McCann		Book	\$ 20.00
Junior Library Guild	4/7/2017	Books	\$ 90.00
MidAmerica Books	3/22/2017	Books	\$ 94.81
MicroMarketing Inc	3/2/2017	Audio Books	\$ 157.00
Per Mar Security	3/8/2017	Fire and Security Monitoring	\$ 159.57

Linda Eldred	4/12/2017	Kids First Registration	\$ 95.00
Linda Eldred	4/1/2017	books purchased	\$ 29.06
OMC	3/15/2017	contract invoice	\$ 204.00
Baker & Taylor	2/27 3/13,17&27	books	\$ 186.46
Petty cash		postage	\$ 38.04
Micro Marketing	Memorial order	Audio Books	\$ 111.98
Broadreach Books	ARU0221156 memorial order	Books (\$219 from Trust rest from books)	\$ 323.16
Jehri Wagner		Tupperware fundraiser final	\$ 125.89
<b>Total Bills to be approved</b>			<b>\$ 1,822.11</b>
<b>Utility Bills- Preapproved</b>			
Alliant Energy			\$ 495.08
Black Hills Energy			\$ 144.95
Rudd Sanitation			\$ 18.50
Springville Telephone			\$ 39.09
<b>Total Utilities</b>			<b>\$ 697.62</b>
<b>Total Bills</b>			<b>\$ 2,525.73</b>

Ordered 102 coloring books for \$120.77. Tupperware fundraiser profit was \$159.47. Motion by Porter, second by McCall to pay the bills as amended, all ayes, and motion carried.

**Income:**

Fines	\$57.15
Copies	\$90.40
Donations	\$35.00
SILO	\$8.00
Book Replacement	\$4.00
Buresh Room Rental	\$185.00
Recreation Concessions	\$7.50
Cash Trust	\$2,000.00
<b>Total Amount Deposited</b>	<b>\$2,491.05</b>

Discussion

**Financial Report:** The March financial report was presented and discussed.

**Director's Report:**

**Circulation:** City: 310 Rural: 454 Open Access: 89 SILO: 9  
**Computer users:** 390  
**Patrons through the door:** 1,798  
**Bridges eBook downloads:** 41  
**Study Room Use:** 50 with 85 patrons  
**Buresh Room Use:** 3 paid rental, 13 library uses, 0 voting  
**Volunteers:** 8 Volunteers for 78 hours

**Program totals for March 2017**

<i>March</i>	<i>Activities</i>	<i>children</i>	<i>adults</i>	<i>AV use in library</i>
<i>1-Mar</i>	<i>Early out</i>	<i>28</i>	<i>6</i>	
<i>2-Mar</i>	<i>Story time</i>	<i>1</i>	<i>1</i>	
<i>2-Mar</i>	<i>Knitters</i>		<i>4</i>	
<i>2-Mar</i>	<i>Adult coloring</i>		<i>4</i>	
<i>4-Mar</i>	<i>sewing</i>		<i>3</i>	<i>radio</i>
<i>5-Mar</i>	<i>crafternoon</i>		<i>9</i>	
<i>7-Mar</i>	<i>book group</i>		<i>9</i>	
<i>8-Mar</i>	<i>early out</i>	<i>22</i>	<i>2</i>	
<i>9-Mar</i>	<i>Story time</i>	<i>2</i>	<i>2</i>	
<i>9-Mar</i>	<i>knitters</i>		<i>2</i>	
<i>11-Mar</i>	<i>Author Linda McCann</i>		<i>10</i>	
<i>15-Mar</i>	<i>Early Out</i>	<i>2</i>	<i>2</i>	
<i>16-Mar</i>	<i>story time</i>	<i>3</i>	<i>3</i>	
<i>16-Mar</i>	<i>knitters</i>		<i>1</i>	
<i>17-Mar</i>	<i>sewing</i>		<i>3</i>	<i>radio</i>
<i>22-Mar</i>	<i>early out</i>	<i>26</i>	<i>5</i>	
<i>23-Mar</i>	<i>story time</i>	<i>2</i>	<i>2</i>	
<i>23-Mar</i>	<i>knitters</i>		<i>6</i>	
<i>25-Mar</i>	<i>sewing</i>		<i>4</i>	<i>radio</i>
<i>30-Mar</i>	<i>story time</i>	<i>2</i>	<i>2</i>	
<i>30-Mar</i>	<i>knitters</i>		<i>3</i>	

<b>30-Mar</b>	<b>early out</b>	<b>28</b>	<b>5</b>	<b>movie shown</b>
<b>Total</b>	<b>204</b>	<b>116</b>	<b>88</b>	

- **CE Education classes** - The first **Boardroom Webinar** class in the series was last Thursday evening. The subject was **Toward Better Board Recruitment**. I found it very interesting and was able to pull out several points that will be helpful in the future. The April class, titled **Toward Better Board Meetings** is scheduled for April 27<sup>th</sup> at 6:00.
- **Linn County Librarians Meeting in Fairfax on May 8** – I should receive an agenda for the meeting and will know at that time if Darrin from the Linn County Supervisors will be able to attend to answer some of our questions on funding for rural patron contract figures.
- **Eunice Riesburg put a call out for a location** for a District Directors Roundtable in May. I offered to host it here on May 23<sup>rd</sup> from 9:00-12:00. The topic for the meeting will be “Planning for Your Library, with relationship to the Standard Manual”. Eunice always plans these meetings well and has good information as well as a good discussion time with fellow librarians.
- **Family Movie Night** – No planning done yet, waiting for school to be done for the year.
- Revised procedures need to be posted to Shared Site.

#### **Old Business:**

1. **Building Issues:** Security System we will work with Sweet Spot on options. Will report back with estimates. Table in foyer is wobbly – need to reinforce. Ask Scott to look into this. Discuss Library door issues.
2. **Review Circulation Desk Procedure:** Computer password needs to be added to the documentation. Check out procedure – add note to make sure the Receipt printed is selected before printing. Check in procedure – add note to forgive fines if less than 1 day when they are in the drop box.

#### **New Business:**

1. **Enrich Iowa Funds – Direct State Aid report to show how we spent the money (\$1,240.05):** A/V equipment and Movie license to increase programming.
2. **Grounds Care issue due to Clean Cut moving locations:** Called City Clerk and they can bill separately for mowing. Vaughn to check with City as well. Back entrance needs rock to cover the mud.

**Correspondences and Announcements:** None

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

1. Building Issues security cameras
2. Library door issues
3. Circulation Desk procedure
4. Lawn care/gravel
5. Metrics on movie usage and plan for expanding programming

6. Performance Reviews

**Next meeting:** Board meeting on May 10, 2017 at 6:30 PM in the Buresh Room.

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

Meeting adjourned at 7:27 PM

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Deb Vaughn, **President**

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Tina Allsup, **Secretary**