

Springville Memorial Library Board Meeting
April 14, 2020, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on April 14th, 2021 by President ProTem Marla Carhanan.

Present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, and James Porter. Linda Eldred was also in attendance. Deb Vaughn arrived at 6:44.

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

Minutes: Motion by Davis, second by Porter to approve the minutes of the March 10th, 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>			
Barnes and Noble	4/2/2021	Book	\$16.00
Amazon	3/11/2021	Wireless barcode scanner/Portable Phone	\$54.53
Letter Perfect	3/18/2021	Brass Plates	\$19.00
USPS	4/7/2021	Box renewal	\$66.00
CHARGE TOTAL:			\$155.53
Baker and Taylor	2/24/21-3/16/21	Books	\$201.84
Better Homes and Gardens		1 Year Renew	\$18.00
Fons and Porters		1 Year Renew	\$24.95
The Gazette		1 Year Renew	\$303.03
Per Mar Security	3/8/2021	Fire and Security Monitoring	\$344.28
Affordable Heating & Cooling	1/21/2021	Furnace Maintenance	\$179.92
Petty Cash	2/9/21-3/30/21	Postage	\$11.71
Total Bills to be Approved			\$1,239.26
Utility Bills- Preapproved			
Alliant Energy			\$229.83
Black Hills Energy			\$134.90
Wapsi Waste			\$12.00
Springville Telephone			\$47.82
Total Utilities			\$424.55
Total Bills			\$1,663.81

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

Income:

Missing or Damaged fees	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$25.50
Donations	001-410-2-4705	\$1.25
SILO	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$50.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$1,900.00
Total Amount Deposited		\$1,976.85

Received donations from Aureon, Exchange State Bank and Alliant Energy Foundation.

Financial Report: Reviewed March report from the City.

Correspondence: None

Reports:

- Director's Report
 - Accreditation – we are a tier level 3. Upcoming deadlines: Bridges Letter of Agreement. Enrich Iowa Agreement sent in.
 - Makerspace/nook – Have not heard from John Bohlken, contacting others.
 - Self-serve check-out – Setup is complete. Do we have signs and instructions for patrons?
 - Research to be done for 360Chat, believe it is too expensive to use long term.
 - Employee job performance evaluations will be starting.
 - OMC was in to do maintenance on the copier.
 - STEM/STEAM collection shelving needs to be looked at. DVD collection needs to be addressed.
 - Summer Programming will be in person and will be held outdoors.
- Building Maintenance – Roof has been patched and the tarp is still covering a section.

Unfinished Business:

1. **Budget Committee:** Budget was approved as submitted.
2. **Capital Campaign preliminary work:** Dollar figure to shoot for \$350,000 – possibly higher and turn part of the outside area into a three seasons area; timeframe for funding need to be discussed. Need list of donors that have given cash donations. Need to find someone that can cut the leaves for the donor wall.
3. **Strategic Planning**
 - a. **Allied Glass Automatic Doors bid:** They came out on March 3rd for an estimate.

b. US Cellular hotspot information: Vaughn asked for more information.

4. Building Issues – Roof Damage: Xtra Mile Exteriors wanted to sign contract to be able to discuss with the insurance company. Need to obtain three bids for roofing options.

a. Downspots: Scott would like to repair these. These are not affected by roof.

New Business:

1. **Review Open Meetings Open records requirements** – Discussion only, no action to be taken: Minutes need to be posted within 15 days on the website.

Trustee Comments: Davis will run off the new Trustee Handbook for the Board members who want it.

Agenda items for Next Meeting:

- Hot Spot
- Building Maintenance
- Pandemic Status
- Capital campaign planning
- Strategic Planning review
- Personnel reviews

Next meeting:

- Board meeting on May 12th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Davis all ayes, motion carried. Meeting adjourned at 7:40 PM.

Marla Carnahan, **President ProTem**

Tina Allsup, **Secretary**