

## Springville Memorial Library Board Meeting

June 10, 2020, 6:30 PM

Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:30 PM on June 10<sup>th</sup>, 2020 by President Deb Vaughn.

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

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

**Public Comment:** None

**Reports** (non-action information from Director, Assistant Director, Trustees, Friends or other associated persons or committees):

- Working on an abbreviated Summer Reading program.
- Curbside pickup is going well and checking out new recommended books. Weeding adult non fiction and still ordering new material. Working on grant for new materials, have received pledged matching funds from STPA and Exchange State Bank.
- Enrich Iowa Funds are still missing, \$1,677.88. Working with the State to try to find the missing funds. Found contract for termite control.

**Minutes:** Motion by Davis, second by Porter to approve the minutes of the May 13<sup>th</sup>, 2020 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>			
Grainger Industrial		Gloves, sanitizer dispenser	\$67.06
Amazon		Computer Microphone	\$25.67
Amazon Pay		People Magazine	\$95.34
Office Max		Floor mats, masks, hand sanitizer	\$179.17
CHARGE TOTAL:			\$367.24
Knowbuddy Books	7/24/2019	Books	\$320.02
Baker and Taylor	4/28-5/20	Books	\$226.49
Per Mar Security	5/8/2020	Monitoring 6/1/2020-5/31/2021	\$225.72
Broad Reach		Books	\$227.44
Smart Apple Media		Books	\$242.72
Penworthy Books		Books	\$351.72
Bear Services		Termite contract	\$288.00
Susan Cooper	6/2/2020	disinfecting wipes (2)	\$7.96
<b>Total Bills to be Approved</b>			\$2,257.31
<b>Utility Bills- Preapproved</b>			

Alliant Energy	\$262.73
Black Hills Energy	\$45.60
Wapsi Waste	\$12.00
Springville Telephone	\$39.06
<b>Total Utilities</b>	<b>\$359.39</b>
<b>Total Bills</b>	<b>\$2,616.70</b>

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

**Income:**

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$8.00
Donations	001-410-2-4705	\$45.00
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$400.00
<b>Total Amount Deposited</b>		<b>\$453.00</b>

**Financial Report:** Review financial reports from City.

**Old Business:**

- 1. Building Issues:** Received mop heads from the City. Need a sponge type mop for the Buresh room. Above Gerhardt room, there are shingles loose. Need to have someone scan the roof and reattach. Check with Preston to see if he can repair the concrete table. Steve is working on the bench. Affordable Heating & Cooling was here for the summer check.
- 2. Preparation/plan for possible repeat of epidemic or similar situation:** Will discuss under New Business.
- 3. Plan for reopening of library – review of current status.** The board will discuss and determine appropriate measures to ensure safest possible post-pandemic reopening. June 15 is our planned reopening for Phase 1, then to step through the additional phases. We have a Hand Sanitizer machine, but it needs to be wall mount, looking to see if someone can make stand for it. Enough supplies on hand to do the Phase 1 opening. Plexiglass has been ordered to make a shield for the checkout area.

**New Business:**

- 1. Board Appointment Recommendation:** Motion by Davis, second by McCall to recommend the appointment of Tina Allsup to the Library Board Appointment, 6 ayes, Allsup abstained, motion carried.
- 2. Employee Evaluations & Wage setting:** Suggestions to form to Exceeds, Meets Expectations, Needs Improvement. Personnel Committee has met. Propose wages on a tiered process. Recommending raises of \$1.10 (\$15.00) for Linda, \$1.15 for Melanie (\$11.90) and \$0.60 for Scott (\$11.60).
  - a. Motion by Cooper, second by Carnahan to set Linda’s hourly wage as \$15.00 for the FY 2020-21 as recommended, all ayes, motion carried.**

- b. Motion by Allsup, second by Cooper to set Scott's hourly wage as \$11.60 for the FY 2020-21 as recommended, all ayes, motion carried.
  - c. Motion by Cooper, second by McCall to set Melanie's hourly wage as \$11.90 for the FY 2020-21 as recommended, 5 ayes, 1 nay, Vaughn abstained, motion carried.
3. **Request to city:** Letter to be sent to the Council to request additional funds to be carried forward. Motion by Davis, second by Carnahan to request extra County money sent to Saving, all ayes, motion carried
  4. **Public donation of materials to library:** With the current state, we are suspending donation of material goods. Motion by Cooper, second by Davis to enact suspension of donation of all material goods until further notice, all ayes, motion carried.
  5. **Possible action on Pandemic procedure and policy:** . Motion by McCall, second by Davis to accept the Pandemic policy as presented, all ayes, motion carried. Motion by McCall, second by Carnahan to accept the Pandemic procedure as amended, all ayes, motion carried. Motion by Carnahan, second by Porter to open the Library to the public in Phase 1 on June 16, all ayes, motion carried.

**Correspondences and Announcements:** None

**Agenda items for Next Meeting:**

- Officer Elections
- FY19/20 Budget Review
- Building Issues

**Next meeting:**

- Board meeting on July 8th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by McCall all ayes, motion carried. Meeting adjourned at 8:39 PM.

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Deb Vaughn, **President**

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Tina Allsup, **Secretary**