

**Springville Memorial Library Board Meeting
December 9, 2020, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:37 PM on December 9th, 2020 by President Deb Vaughn.

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

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

Minutes: Motion by Davis, second by Cooper to approve the minutes of the November 11th, 2020 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>
CREDIT CARD CHARGES:			
CHARGE TOTAL			\$0.00
Baker & Taylor	11/12/2020	Books	\$171.73
Baker & Taylor	11/6/2020	books	\$16.24
MicroMarketing	11/10/2020	Books on CD	\$88.78
MicroMarketing	11/24/2020	"	\$73.51
MicroMarketing	11/24/2020	"	\$45.00
National Geographic	1 year	Subscription	\$39.00
Total Bills to be Approved			\$434.26
Utility Bills- Preapproved			
Alliant Energy			\$200.64
Wapsi Waste			\$12.50
Springville Telephone			
Black Hills Energy			
Total Utilities			\$213.14
Total Bills			\$647.40

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

Income:

Fines	001-410-1-4530	
Copies/Merchandise Sales	001-410-4-4750	\$75.50
Donations	001-410-2-4705	\$28.50
SILO	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$65.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$515.00
Total Amount Deposited		\$2,525.84

Savings is a donation for Pat Rose. Also deposited the State Library Open Access/InterLibrary Loan check. Discussed the Income Report.

Financial Report: Reviewed financial reports from City.

Public Comment: None

Correspondences and Announcements: Budget Committee needs to meet to begin work on next year budget.

Reports:

- Personnel Committee – Melanie has requested extension of her leave, until January 4th.
- Director’s Report
 - Barb Feller, author of a book about Grant Wood. She would like to have a book launch of Feb 13, via Zoom, in conjunction with Lena Gilbert.
 - Support Groups flyers have been created. Will include them in curbside checkout. Curbside checkout going very well, approximately 50 check outs a day.
 - Tree Walk – wasn’t in City Newsletter so we are not sure how many trees will be displayed.
 - Strategic Planning and Community Study – Discuss the study and goals provided.
 - Grant application is ready to be submitted.
 - Web page – looking for information to update web page. Davis has volunteered to help make changes for hours.
- City Timeclock – Policy Committee has written a policy specific to Library for review. Will see how the City employees are using it. Cost for using the system, who would be paying this?
- Building Maintenance – DeLancy work complete and bill was sent to City Hall. Scott is back to work.
- Pandemic Procedures
 - Buresh Room Rentals – no rental will be allowed in December, will refund the deposits.
- Insurance Claim – no new information, need to find out when repairs need to be completed by.

Unfinished Business: None

New Business:

1. **Library associate and library intern policy:** Discussed two options for Library Associate/Intern or Internship policy Motion by McCall, second by Cooper to approve the Sta-16 Internship policy with

amendments as strike first sentence in Job Summary and adding that this position reports to the library director, all ayes, Carnahan abstain, motion carried.

Agenda items for Next Meeting:

- Strategic Planning
- City Timeclock
- Budget committee

Next meeting:

- Board meeting on January 13th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Porter, second by Carnahan all ayes, motion carried. Meeting adjourned at 8:12 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**