

Springville Memorial Library Board Meeting

March 8, 2023

The Springville Memorial Library Board meeting was called to order at 6:30 PM by President Tina Allsup.

Roll Call-Present: Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter and Deb Vaughn. Also, present Director Linda Eldred. Also, present A. Eldred and CJ Flinn.

Moved by McCall, second by Porter to approve the agenda as amended. All ayes. Motion carried.

Moved by Cooper, second by Vaughn to approve the minutes of the February 8, 2023 meeting as presented. All ayes. Motion carried.

Public comment: Eldred and Flinn spoke.

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
Walmart	2/4/2023	Office Supplies	\$ 18.49
CHARGE TOTAL:	\$ 18.49		
Baker & Taylor	1/24 thru 2/15/23	Books	\$ 151.57
Blackford Construction	2/15/2023	Material & Labor-Vent	\$ 500.00
Creative Product Source	2/27/2023	Summer Reading Program Materials	\$ 257.30
Delancy Electric	2/9/2023	Electrical Service Call	\$ 100.00
Know Buddy	2/21/2023	Books	\$ 80.96
Lakeview Books	2/21/2023	Books	\$ 88.96
Micro Marketing	2/9/ thru 2/21/23	CD's	\$ 138.01
OMC	2/8/2023	Copier Usage 11/14 thru 2/13/23	\$ 77.19
Willow Lane Education	2/24/2023	Books	\$ 113.94
Total Bills to be Approved			\$ 1,526.42
Utility Bills- Preapproved			
Alliant Energy			\$ 292.38
Black Hills Energy			\$ 530.87
Wapsi Waste			\$ 13.00
Springville Telephone			\$ 47.89
Total Utilities	\$ -		\$ 884.14
Total Bills			\$ 2,410.56

Moved by Davis, second by Carnahan to approve the bills as presented. All ayes. Motion carried.

Income Report:

Missing/Damaged Fees \$20.00

Copies/Merchandise sales \$23.50

Donations \$40.00 (\$25 Legion Aux-L. Nachazel, \$15 McArthur-K. Evans)

Buresh Rental \$155.00 (\$75 Faith Christian; \$40 Linn Democrat Caucus; \$40 Graf)

Recreation Concessions \$6.25

Total Deposit \$244.75

The City financials and income report were reviewed. Some budget line items were discussed. Reports were accepted.

Correspondence: Wes Bender left a note of appreciation when he picked up his antique trains that were displayed.

Director's Report:

- The Bridges agreement has been sent in.
- April 22 is the Community Open House at the fire station, library will participate. Brittany has created a tri-fold display showing highlights of the library.
- The early outs are going well. Hoping to start showing movies for kids again.
- Working on Aureon Grant. Matching fund received so far: SCTA \$500, Security State Bank \$100, Tractor Pullers Assoc \$250. Letter has been sent to Exchange State Bank. Grant will go toward STEM kits for the older patrons, helping with mental sharpness, etc.
- Meeting with Linn Co Supervisors is up in the air, no response from the supervisor to date.
- National Volunteer Week is April 16-22
- National Library Week is April 23-29

Programming: Director will be attending a workshop March 27 in Coralville about STEAM.

President's Report: Still working with City Clerk on meeting planner, etc.

Committee Reports:

Budget & Finance-Will report under proposed budget agenda item

Policies-Attended Webinar on February 28 about Policies Lost and Found, will be writing policy on Programming, Social Media and Volunteers to bring to the Board. Very good webinar.

Personnel-Reviews are coming up next month.

Strategic Planning-Director presented a written quarterly report and went over it with the Board. Scott will put on the door stop on Buresh Room door. It was suggested that one also be put on the back door. The teen area was discussed, Vaughn will resend the furniture sites she researched to the Director, Cooper and Allsup. Still looking into gutter companies.

Public Relations- No report.

Unfinished Business:

Building entry lights – Scott thinks he can install the lighting unit and will look for a second unit.

Budget FY 23-24-Discussion was held on increasing the income amount for the Buresh Room rentals. After discussion it was decided to leave proposed budget FY 23-24 as is for the present time.

New Business-None

Trustee Comments:

- The City has hired a technology security company and would like to include the library in this. A representative will be asked to come to the next board meeting.
- The Board appreciates Linda giving monthly reports to the City Council and sharing with the Board.
- Vaughn wondered what was to be done with emails concerning the library when a Board member leaves the Board. She has not received a clear answer from agencies she has contacted. It was suggested to send the emails to the Director.
- It was asked why public comments were lowered to three minutes instead of 5 minutes.

Agenda items for next meeting:

1. Building issues
2. Employee reviews by director
3. Director's review
4. Budgt FY 23-24
5. Technology Security representative

Next meeting is April 12, 2023.

Moved by Carnahan, second by Porter to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 7:42 PM.

Tina Allsup, President

Treva Davis, Secretary