

**Springville Memorial Library Board Meeting
November 11, 2020, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on November 11th, 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 Porter, second by Carnahan to approve the agenda as amended, all ayes, motion carried.

Minutes: Motion by Cooper, second by Davis to approve the minutes of the October 14th, 2020 and October 28th, 2020 meetings as presented, all ayes, motion carried.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
CREDIT CARD CHARGES:			
Colibri	10/23/2020	book covering	\$276.60
Office Depot/Office Max	10/20/2020	Paper, labels, tape	\$91.12
		CHARGE TOTAL:	\$367.72
Route-3 Press	10/20/2020	Book	\$10.00
OMC	10/9/2020	Contract 11/14-2/13/2021	\$204.00
Mother Earth News		1 yr subscription	\$17.00
Mid America	8/24/2020	Books	\$113.70
Micro Marketing	10/13-10/22/2020	CDs	\$105.80
Menards		hex screw & caulk	\$4.91
Junior Library Guild	11/2/2020	Books & subscription	\$823.60
Baker & Taylor	9/25-10/26/2020	Books	\$410.62
Total Bills to be Approved			\$2,057.35
Utility Bills- Preapproved			
Alliant Energy			\$195.18
Black Hills			\$100.73
Wapsi Waste			\$12.00
Springville Telephone			
Total Utilities			\$307.91
Total Bills			\$2,365.26

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

Income: Discussed the Income Report.

Financial Report: Reviewed financial reports from City.

Public Comment: None

Correspondences and Announcements: Receiving thank yous for being open.

Reports:

- Friends of the Library will try to meet in December. Sales are going well.
- Working on grant from the Springville Telephone Co.
- Accreditation process is progressing.
- OMC bills have been consistent the last several months.
- PerMar discuss increase in billing and not being able to use all services. Have not heard back from them yet. Will continue to research why options are not working in app.

Old Business:

1. **Pandemic plan updates:** No issues with masks, sanitizing, social distancing. Patrons are very happy with hours.
2. **Building Issues:** DeLancy is coming the week of Nov 9th to work on outside lights.
3. **November election:** Election officials came in and did fog sanitizing afterwards.
4. **Derecho Insurance claim:** Took additional pictures and information to add to claim. Will be discussing with insurance company.

New Business:

1. **Library Associate Wage:** Motion by McCall, second by Cooper to adjust the Library Associate Wage to \$9.30 per hour effective immediately all ayes, Carnahan abstain, motion carried.
2. **City Time Clock:** Propose using the same time clock system that the other City employees are using. Can use SmartPhone or Library computer. May try this on a trial basis after a few questions have been answered.

Agenda items for Next Meeting:

- Pandemic plan updates
- Building Issues
- Insurance claim
- City Time Clock
- Library Associate and Intern Policy

Next meeting:

- Board meeting on December 9th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by McCall, second by Porter all ayes, motion carried. Meeting adjourned at 7:48 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**