

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

The Springville Memorial Library Board meeting was called to order at 6:30 PM on September 9th, 2020 by President Deb Vaughn.

Present were: Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter, and Deb Vaughn. Linda Eldred and Melanie Vaughn were also in attendance. Tina Allsup arrived at 6:38.

Agenda: Motion by Porter, second by McCall to approve the agenda after brief discussion, all ayes, motion carried.

Presentation by Access System on printer/copier.

Public Comment: None

Reports:

- PerMar will be coming to do their inspection. Need to throw away old thermostats. Summer Reading kits and Make-n-Take kits are going over well. Procedures are being updated for Circulation Desk and Processing Material and SILO. Website will be updating soon.
- PPE Update – supplies are adequate. There is a class on the State site regarding Coronavirus and what needs to be done.
- Marion Patrons Update – Marion library is closed due to damage. Some patrons have come here to use our facilities. They will apply for a new card here, this will help our Open Access numbers.

Minutes: Motion by Davis, second by McCall to approve the minutes of the July 8th, 2020 meeting as presented, all ayes, motion carried.

Bills:

August Bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
CHARGE TOTAL:			
Swank USA		Movie License 15 months	\$425.00
Menards		Cleaning Supplies	\$19.34
Susan Cooper		Wipes/Gloves	\$29.03
Deb Vaughn		Plexiglass barrier for circ desk	\$183.34
OMC	7/29/2020	Contract Fee	\$204.00
Micromarketing Inc	7/16/2020	Audio Books	\$85.01
Baker and Taylor	6/22-7/27/20	Books	\$492.89
Total Bills to be Approved			\$1,438.61
Utility Bills- Preapproved			
Alliant Energy			
Black Hills Energy			

Wapsi Waste	\$12.00
Springville Telephone	\$42.37
Total Utilities	\$54.37
Total Bills	\$1,492.98

September bills

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
CHARGE TOTAL:			
State Library of Iowa	8/6/2020	Bridges Platform Fee	\$62.00
Overdrive Inc	8/6/2020	Bridges Content Fee	\$431.32
OMC	8/11/2020	Meter Reading	\$51.35
Micromarketing Inc	6/17-8/12/20	Audio Books	\$512.45
Knowbuddy Resources	9/3/2020	Books	\$399.99
Penworthy Publishing	7/6-8/3/20	Books	\$334.79
Baker and Taylor	7/31-8/21/20	Books	\$96.67
The Iowan		1 Year Renew	\$24.00
Consumer Reports		1 Year Renew	\$32.10
Herb Quarterly		1 Year Renew	\$18.96
Petty Cash	6/29-9/1/20	Postage	\$8.98
Total Bills to be Approved			\$1,972.61
Utility Bills- Preapproved			
Alliant Energy		August	\$364.79
Black Hills Energy		August	\$33.65
Wapsi Waste			\$12.00
Springville Telephone		August	\$41.94
Total Utilities			\$452.38
Total Bills			\$2,424.99

Discussed the bills to be paid, would like more detailed billing from OMC. Motion by Davis, second by Carnahan to pay the bills as presented for August and September, all ayes, motion carried.

Income: Discussed the Income – none reported for September. Deposit was left off

Financial Report: Reviewed financial reports from City.

Old Business:

1. **Building Issues:** Insurance adjuster: Came last week and reviewed the roof. Waiting for insurance adjuster amount but would like to have people do an estimate. Need estimate from Delancy for repairing the lights. Request Scott to clean outside doors and cobwebs. Weather stripping on door by children's area needs to be looked at. Downspout by Gearhart room is missing the grate.

2. **Pandemic plan updates:** Phase II is going well. We should be ready for Phase III, starting Tuesday, September 14th.

New Business:

1. **Committees:**
 - a. Budget & Finance – Tina Allsup, Daryl McCall, Treva Davis
 - b. Personnel – James Porter, Daryl McCall, Deb Vaughn
 - c. Long Range Planning – Susan Cooper, Tina Allsup, Deb Vaughn
 - d. Policies – Susan Cooper, Marla Carnahan, Treva Davis
 - e. Public Relations – James Porter, Marla Carnahan, Deb Vaughn
 - f. President Pro-Tem: Marla Carnahan
2. **Pandemic Phase review/update:** Discussion Motion by Davis, second by Carnahan to accept the Mng-16 Pandemic Policy with changes to Phase 3 and 4 as discussed, all ayes, motion carried. Motion by Allsup, second by Davis to accept the changes to the Mng-16 Pandemic Procedure in Phase 3 and 4 as discussed, all ayes, motion carried.
3. **Phone System:** Motion by Davis, second by Porter to accept the quote from Springville Co-Operative Telephone Association for installation for new telephone sets at \$115 and reconfiguration of building wiring as necessary as presented, all ayes, motion carried. Davis to contact the phone company to get the phones installed.
4. **“Bold360” Live Chat Service:** Do not see this being used very often.
5. **November Election:** Toured facility before storm. Based on damage to other voting sites they may request to use the Library for multiple voting locations.

Correspondences and Announcements: None

Agenda items for Next Meeting:

- Pandemic plan updates
- Building Issues
- Per Mar/OMC billing concerns
- November Election

Next meeting:

- Board meeting on October 14th, 2020 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis, second by Carnahan all ayes, motion carried. Meeting adjourned at 9:03 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**