

Springville Memorial Library Board Meeting
June 10, 2020, 6:30 PM
Buresh Room

The Springville Memorial Library Board meeting was called to order at 6:34 PM on June 10th, 2021 by President ProTem Marla Carnahan.

Present: *Tina Allsup, Marla Carnahan, Susan Cooper, Treva Davis, Daryl McCall, James Porter. Linda Eldred, Melanie Vaughn, and Cheryl Weld were also in attendance. Deb Vaughn arrived at 6:43 pm. Vaughn took over the meeting at that time.*

Agenda: Motion by Cooper, second by Allsup to approve the agenda as amended, all ayes, motion carried.

Minutes: Motion by Davis, second by Porter to approve the minutes of the May 12th, 2021 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			
Amazon	5/21/2021	Round Labels	\$17.58
Office Depot	5/18/2021	Tape, Pens	\$50.84
CHARGE TOTAL:			\$68.42
Caleb Horvath	5/29/2021	Books	\$246.00
Gumdrop Books	6/1/2021	Books	\$230.13
Gardner Media	1/31-4/30/21	Books	\$380.93
Baker and Taylor	4/30-5/21/21	Books	\$395.24
Micromarketing Inc	5/27/2021	Audio Books	\$34.01
Creative Product Source	6/1/2021	Summer Reading Program Supplies	\$424.71
Per Mar Security	5/8/2021	Monitoring fire 6/1/2021-5/31/2022	\$232.44
Menards	5/17/2021	Square Grates	\$12.82
OMC	4/15/2021	Contract	\$204.00
OMC	5/10/2021	Meter reading 2/14-5/13-2021	\$126.38
RDJ Specialties	6/10/21	Magnets	\$267.00
City of Springville	6/10/21	Lawyer Consultation fee	\$102.00
Total Bills to be Approved			\$2,724.08
Utility Bills- Preapproved			
Alliant Energy			\$224.17
Black Hills Energy			\$66.40
Wapsi Waste			\$12.00

Springville Telephone	\$46.82
Total Utilities	\$349.39
Total Bills	\$3,073.47

Received Utility Bills for Alliant and Black Hills, bill for lawyer consultation and RDJ Specialties were added. Motion by Porter, second by Carnahan to pay the bills as amended, all ayes, motion carried.

Income: Reviewed income report

Missing or Damaged fees	001-410-1-4530	\$5.00
Copies/Merchandise Sales	001-410-4-4750	\$65.75
Donations	001-410-2-4705	\$13.65
SIL0	001-410-1--4550	
Buresh Room Rental	001-410-4-4310	\$70.00
Recreation Concessions	001-410-1-4755	
Savings	169-410-2-4705	\$25.00
Total Amount Deposited		\$179.40

Financial Report: Reviewed May report from the City.

Correspondence:

- Email from Kurt at PerMar, schedule a time to determine setup for electronic doors and software update for missing functionality. Vaugh will call to schedule.
- Affordable Heating & Cooling were here for their Spring checkup.

Reports:

- Director's Report
 - Cheryl Weld from Friends attended the meeting to see if there are any projects that may require Friends money. They request written requests.
 - **Direct State Aid funding-** Need to report how this Aid was spent for the library, the amount was \$1,646.09. Upcoming deadlines – Still waiting on the Bridges Letter of Agreement
 - **Strategic Planning** – Gathering information. (Allied Glass quote, Hot Spots/laptops/etc. grant application available May 17 and due by July 2nd. Imagination Stations are still on hold.)
 - **June Zoom Event-** June 19 from 2-3 pm Dan Bern coming to us from New Mexico. He is a singer, guitarist, songwriter as well as an author.
 - **Summer Reading program:** Activities will be outside several activities have been planned.
 - **Pandemic Status:** Open with Regular Hours, no programming in the building, computer age (16) limit will be in place, age 12 must be accompanied by parent.
 - **Personnel Reviews:** Meet with Personnel Committee, issues and plans discussed. Professional development will ramp up this year.

- o **Building issues:** Downspouts have been repaired. Porter has been working on the garden areas. Will have Blackford Construction come out to repair tarps. Need to purchase additional red mulch to replace mulch, set a workday for installation. Windows need to be washed inside and out. Outdoor outlets need to be checked. Scott to replace broken covers on outside outlets.
- o **Capital Campaign:** Nothing to report.
- Assistant Library Director's Report: Reviewed the American Rescue Plan items available for grant options: wireless printing software, security cameras, privacy barriers, outdoor charging benches, technical support, training, brochure, door counter. Hoopla – there are no holds, available immediately, we can make a \$1000 down payment and we only pay what people are using. Can have patron limits. Library only streaming, not available to consumers. Melanie will research costs and prepare grant. Expectations: find costs, prepare grant, and submit by deadline.

Unfinished Business: None

New Business:

1. **Board Member Application.** Motion by Allsup, second by Carnahan to recommend the appointment of Treva Davis to the Library Board Appointment, 6 ayes, Davis abstained, motion carried.
2. **Personnel Committee report:** Requested self-evaluation and board evaluations of director and staff. Listed performance of director for the year.
3. **Salary recommendation:** Propose wages on a tiered process. Recommending raises of \$0.30 (\$15.00) for Linda with a possibility of a mid-year increase, \$0.10 for Melanie (\$11.90) and \$0.00 for Scott (\$11.60).
 - a. Motion by McCall, second by Porter to set Linda's hourly wage as \$15.30 for a \$0.30 increase for the FY 2021-22 as recommended, 6 aye, 1 nay, motion carried.
 - b. Motion by McCall, second by Porter to set Melanie's hourly wage to \$12.00 for a \$0.10 increase for the FY 2021-22 as recommended, 5 ayes, 1 nay, Vaughn abstained, motion carried.

Trustee Comments: Cooper passed out Self-evaluation for a Board Member.

Agenda items for Next Meeting:

- Building Maintenance
- Capital campaign planning
- Strategic Planning review
- Personnel reviews

Next meeting:

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

Motion to adjourn by Cooper, second by Carnahan all ayes, motion carried. Meeting adjourned at 8:20 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**