

**Springville Memorial Library Board Meeting
July 14, 2020, 6:30 PM
Buresh Room**

The Springville Memorial Library Board meeting was called to order at 6:30 PM on July 14th, 2021 by President Deb Vaughn.

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

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

Minutes: Motion by Cooper, second by Carnahan to approve the minutes of the June 10th, 2021 meeting as amended, all ayes, motion carried.

Public Comment: None

Correspondence:

- Thank you for doing the zoom meeting.

Bills:

<u>Company Name</u>	<u>Invoice Date</u>	<u>Item Description</u>	<u>Amount</u>
<u>CREDIT CARD CHARGES:</u>			
CHARGE TOTAL:			
Creative Product Sources	5/18/2021	Adult Promo bookmarks	\$196.73
Menards	6/26/2021	Electrical outlet supplies	\$82.91
Affordable Heating & cooling	6/9/2021	Summer check	\$179.92
Penworthy	6/25/2021	Steam/Stem kits (Savings)	\$641.95
Baker & Taylor	6/1-6/28/2021	Books	\$365.00
Postage	6/17 & 6/24/2021	Postage	\$52.93
Daryl McCall (20-21)	6/18/2021	2 loads of mulch	\$89.88
Hawkeye Fire (20-21)	4/30/2021	Fire extinguisher inspection	\$16.00
Menards (20-21)	4/15/2021	square grates	\$34.86
Mid America (20-21)	3/31/2021	Books	\$397.00
PerMar (20-21)	6/8/2021	Monitoring	\$354.60
OMC	7/12/2021	Contract 8/14-11/13	\$204.00
Total Bills to be Approved			\$2,615.78

Utility Bills- Preapproved	
Alliant Energy	\$405.56
Black Hills Energy	\$35.11
Wapsi Waste	\$12.00
Springville Telephone	\$46.60
Total Utilities	\$499.27
Total Bills	\$3,115.05

Discussed bills as some were for last year and some for the new year. Motion by Allsup, second by Porter to pay the bills as presented, all ayes, motion carried.

Income: Reviewed income report

Missing or Damaged fees	001-410-1-4530		
Copies/Merchandise Sales	001-410-4-4750	\$42.45	20-21 \$11.50
Donations	001-410-2-4705	\$12.75	20-21 \$.80
SIL0	001-410-1--4550		
Buresh Room Rental	001-410-4-4310	\$135.00	FY 20-21
Recreation Concessions	001-410-1-4755		
Savings	169-410-2-4705		
Total Amount Deposited		\$190.21	

Financial Report: Reviewed June report from the City.

Reports:

- **Director's Report**
 - **Direct State Aid report filed and accepted.** (books, technology & equipment) Upcoming deadlines – Still waiting on the Bridges Letter of Agreement. Interlibrary Loan Report and Open Access reports are due in July, 851 checkouts for the year. Working on Annual Survey.
 - **Summer Reading program:** Two programs in July, Jason Evens from solid waste on July 21 @ 1:00 (outside) and Kirsten Use' on July 29th @ 6:30.
 - **Pandemic Status:** Do not need to require masks as this time. Recommend moving into phase four.
 - **Building issues:** McCall, Davis, Cooper, Porter mulched around the library. Windows need to be washed inside and out. Scott replaced broken covers and outlets on the outside of the building.
 - **Strategic Planning** – No action
 - **Capital Campaign:** Board needs to make a list of things that should be covered under the campaign. Items to be sent to Cooper.
- **Friends' Report**
 - Funding Red Cedar concert (\$200) and Colibri book covering system (\$370).
 - Book Sale during August 14 Fun Days (11:00 – 1:30) in Buresh Room or lobby.

Unfinished Business:

1. **Grant Update – Award status and breakout of requested funds:** Door counter (\$750), receipt printer for self-checkout (\$250), outdoor solar charging bench (\$3,000), Hoopla subscription (\$1,000).
2. **Strategic Planning** – Quote from DeLancey for electrical work is \$2,500, Allied Glass is \$6,350. Would like to have this accomplished within 3 years.
3. **Roof Replacement**
 - a. **Tentative schedule and time for completion:** Start Date 1st week in August.
 - b. **Contractor request regarding parking lot and door access:** Parking lot may need to be closed during repair. When work is being done, entrances will be open depending on where the work is occurring.

New Business:

1. **City Clerk advisement re: Committees & Open Records:** Committee meetings may need to have posted agendas and minutes for all meetings.
2. **Staffing**
 - a. Resignations: Melanie Vaughn as Assistant Library Director, Marla Carnahan as Library Associate.
 - b. Hiring process: Position posted for Assistant Library Director. Application and job description available at library, City Hall, and Bank. Deadline July 19, 2021. Monday/Wednesday we have a volunteer covering Linda's absence; otherwise Linda will be covering all hours. Initial interviews will be done by Linda, second interviews would be done in a group. Requesting Board members to volunteer if they have time.
 - c. Policy Committee to review job descriptions and grievance policies. Policy Committee will compare Grievance policies (City, State and Library) and try to have them in alignment.

Trustee Comments: None

Agenda items for Next Meeting:

- Building Maintenance
- Capital campaign planning
- Strategic Planning review
- Policy Committee – Review Sta-15a Job Description for Assistant Library Director and Grievance policies.

Next meeting:

- Board meeting on August 11th, 2021 at 6:30 PM in the Buresh Room.

Motion to adjourn by Davis, second by Porter all ayes, motion carried. Meeting adjourned at 8:40 PM.

Deb Vaughn, **President**

Tina Allsup, **Secretary**