

Springville Memorial Library Board Meeting

January 11, 2023

The Springville Memorial Library Board meeting was called to order at 6:31 PM by President Tina Allsup.

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

Moved by Cooper, second by Carnahan to approve the agenda as presented. All ayes, one absent. Motion carried.

Moved by Cooper, second by Porter to approve the December 14, 2022 minutes as presented. All ayes, one absent. Motion carried.

Public Comment: A. Eldred spoke.

Bills:

| <u>Company Name</u> | <u>Invoice Date</u> | <u>Item Description</u> | <u>Amount</u> |
|-----------------------------------|---------------------|-------------------------------|---------------|
| CREDIT CARD CHARGES: | | | |
| John's Lock & Key | 12/29/2022 | Keys | \$ 38.26 |
| Tech Soup | 1/1/2023 | software | \$ 324.00 |
| CHARGE TOTAL: | \$ 362.26 | | |
| Affordable Heat & Cool | 1/5/2023 | Service call; blower shut off | \$ 74.95 |
| American Patchwork Quilt | | 1 yr renewal | \$ 24.97 |
| Baker and Taylor | 12/1 thru 12/21/22 | Books | \$ 384.01 |
| Blackford Construction | 1/10/2023 | Service Call-insulation | \$ 100.00 |
| Delancy Electric | 1/6/2023 | Parking Lot Lights | \$ 1,200.00 |
| Diamond Lake Book Co | 11/28/2022 | Books | \$ 97.75 |
| Iowa History Journal | | 2 yr renewal | \$ 35.95 |
| Kids Reference | 11/15/2022 | Books | \$ 164.98 |
| Love of Quilting | | 1 yr renewal | \$ 29.95 |
| Magnolia | | 2 yr renewal | \$ 30.00 |
| PerMar | 12/28/2022 | BA and FA Monitoring | \$ 372.45 |
| Total Bills to be Approved | | | \$ 2,877.27 |
| Utility Bills- Preapproved | | | |
| Alliant Energy | | | \$ 291.81 |
| Black Hills Energy | | | \$ 362.39 |
| Wapsi Waste | | | \$ 13.00 |
| Springville Telephone | | | \$ 56.32 |
| Total Utilities | \$ - | | \$ 723.52 |
| Total Bills | | | \$ 3,600.79 |

Motion by Carnahan, second by McCall to pay the bills as presented. All ayes, one absent. Motion carried.

| | | |
|--------------------------|------------|---|
| Savings | \$3,000.00 | |
| Copies/Merchandise Sales | \$55.90 | |
| Donations | \$20.00 | |
| Buresh Room Rental | \$250.00 | |
| General Fund | \$647.19 | Open Access \$570.23 ILL Reimbursement \$76.96 |

The City financial and income report were reviewed and accepted.

Director's Report:

- The Linn County Librarians Association and the Linn County Supervisors will have a meet and greet on March 10 from 10-11:30 AM at the Hiawatha Library. Trustees are encouraged to attend.
- Twenty-seven adults participated in the Adult Reading Program and read lots of books. It was a success and will do again.
- Senior meal will be February 15
- Crafternoon will be February 5
- E-Book checkouts hit an all-time high of 211.

The technology report was reviewed.

President's Report: Still working with Dee to share and use the programs that will make sharing information easier.

Committee reports:

- Budget and finance- proposed budget has been turned into the city, no action to date. The committee will keep the Board informed of any development
- Personnel-Met with Linda for the mid-year review, goals were discussed for the director to meet. Very productive meeting.

- Strategic Planning-Linda and Susan met and set up some guidelines. Looking into door stop for the Buresh Room outside door. Will contact Blackford for guidance on replacing the gutters. The YA section will be moved after the trees are down. Things are moving along.
- Public Relations-Nothing to report.

Unfinished Business:

Building issues:

Parking lights are installed and everyone is pleased with them.

Discussed frozen pipe issues and resolutions to prevent problems in the future. Moved by Porter, second by Carnahan to accept Blackford Construction bid of \$500 to install vented tiles in the storage room and install a vent in the door. All ayes, one absent. Motion carried.

Two lights are burnt out on the outside soffit. Bid from DeLancey Electric was discussed and it was consensus that it was too high. Other bids are to be gotten by Linda and Treva will contact DeLancey to see if they can adjust the bid.

New Business:

Discussion was held concerning revising Policy STA-4. Moved by McCall, second by Porter to approve revision to Policy STA-4 as presented. All ayes, one absent. Motion carried.

Trustee Comments:

Is it possible to checkout the jigsaw puzzles the library has to adults? Will the Friends be having a book sale? We need to get rid of the excessive number of books being stored. The small study room needs to be cleaned up so that it can be used by patrons.

Agenda items for next meeting:

1. Proposed budget
2. Building issues

Next meeting February 8, 2023

Moved by Porter, second by McCall to adjourn the meeting. All ayes, one absent. Motion carried. Meeting adjourned at 7:40 PM

Tina Allsup, President

Treva Davis, Secretary