



**MINUTES**

**Springville Public Library Board of Trustees Meeting - January 09, 2020**

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MINUTES OF THE SPRINGVILLE PUBLIC LIBRARY BOARD OF TRUSTEES MEETING WAS HELD ON TUESDAY, JANUARY 09, 2020 AT 5:30 P.M. AT THE SPRINGVILLE PUBLIC LIBRARY, 45 SOUTH MAIN STREET, SPRINGVILLE, UTAH.

BOARD MEMBERS IN ATTENDANCE: Tawnya Monson, Doug Hamilton, Jaclyn Brown, Emily Flinders, Lisa Willey and Chantel Daines.

CITY STAFF: Library Director Dan Mickelson, Library Cataloger John Averett and Friends of the Library representative JaNeal Freeman.

**CALL TO ORDER**

**APPROVAL OF THE MINUTES**

- I. Approval of the November Minutes: Doug approves, Lisa 2nds
- II. Approval of January Agenda: Doug approves, Lisa 2nds
- III. Public Comment:

**COMMITTEE BUSINESS**

- IV. Friends of the Library
  - a. Financial report: Incoming: book sale \$3100. Daily sales November \$350  
December \$384  
No expenditures
  - b. December 11th: bank deposit was \$40 off. Bank gave it back to the account.
  - c. Funds for the Young Author conference approved by the Friends
  - d. Set date for working through the finances of Friends/Foundation:
    - a. both the foundation (exp 2011) and friends (exp 2007) 501c3 are both expired with the state.
    - b. Needs to talk to an attorney about how to transfer money (what are the legal and tax ramifications) and start a new process to get incorporated.
    - c. Currently Ray is the only signee for foundation funds.
    - d. Need to contact John Penrod to see if he is able to take care of this.
    - e. Doug has a copy of the bylaw draft.
    - f. Action plan: file bylaws, contact state to get incorporated, hire an accountant to help
    - g. accounts: 2 people handling money, 2 signatures on check, 2 accounts (larger sum in something like a CD or Money market)

Timeline: Done by April 15

- V. Director's report:
  - a. 2019 year in review (handouts--numbers and narrative) circulation continues to increase, collection is growing, programs are well attended
  - b. Goal for 2020 to improve customer satisfaction of collection and looking at adding and rearranging to make room for more.
  
- VI. Supervisor Spotlight-John Averett- cataloger and IT
  - New servers installed in December and a new computer that works with the sorter to help with the new software (LS2 program).
  
- VII. Ongoing Training Plan 2020
  - a. Review of the City Library Board direction and clearly define what the responsibility needs to be.
    - i. Money donated controlled by the board? Does this mean the monies don't go through the Friends? Does the board approval over the Friends monies provide enough control?
    - ii. 104 Does the city need to rewrite the board info? Contact Kim and see if it is out of date or do we need to change this? Emily reach out to Kim and see what needs to be done
  - b. January meeting will pick the topics for the on-going training
    - i. governance issues
    - ii. article discussion--quarterly for board meeting
  - c. Behavior and Unattended Children Policy--review at home and come back next month to modify or approve.
  
- VIII. City Council report--Liz Crandall new council member rep from the city. Not in attendance.
  
- IX. Adjournment: Lisa motioned to adjourn at 8:30 p.m. Tawnya 2nds and all in attendance voted aye