

**SERGEANT BLUFF LIBRARY**  
**Board Meeting Minutes**  
**April 17, 2019 5:30 PM**

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:26 PM

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Aguirre	Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Absent
Dale Petersen	Director	Present
Jane Schaar	Director	Absent
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Present
Mary Torgerson	Adviser	Present
Collin Schaar	Adviser	Absent

- I. **Approval of the Minutes**  
 Motion by Dale Petersen, seconded by Jenni McCrory to approve agenda. Motion carried. (Unanimous)
- II. **Approval of the Agenda**  
 Motion by Deb Collins, seconded by Shannon Maier to approve minutes of the 3.20.19 regular meeting. Motion carried. (Unanimous)
- III. **Financial report and approval of expenditures**
- a. Tami Coil reported expenditures of \$140.21 to Baker and Taylor for new books, and \$98.06 for DVD purchases on eBay.
  - b. Motion by Jenni, seconded by Deb to approve payment for expenditures. Motion carried. (Unanimous)
  - c. Treasurer’s report from the City of Sgt. Bluff was reviewed. (Beginning 6.30.19, we’ll receive a line item budget specifically for the Sgt. Bluff Public Library.)
- IV. **Public Forum** - None
- V. **Librarian’s Report / Comments**
- a. Door count of 157 for March
  - b. Tami Coil has inventoried and catalogued all sections except Teen, Pre-Teen, and Children’s.
  - c. Michael Aguirre asked Tami for needs that could possibly be filled through the Friends of the Library Sale in Sioux City; Tami will determine which series need to be completed and contact Michael.
  - d. SBPL is now able to access to Iowa interlibrary loan system (SILO); patrons will be responsible for return postage on books (approximately \$3.00).

- e. Several high school National Honor Society volunteers assisted with moving books 4.6.19.
- f. SBPL's Facebook page survey indicates greatest interest in a book club(s); Tami will advertise there for potential leader(s).
- g. Tami will research free Google presentations for our library for next year.

**VI. Unfinished business**

**a. Board member vacancy / applicants**

- 1. Patrick Tisher has completed his application.
- 2. Motion by Dale Petersen, seconded by Jenni to recommend Patrick Tisher's application to the Sgt. Bluff City Council for approval. Motion carried. (Unanimous)

**b. Strategic planning scheduling / focus group:**

- 1. Bonnie McKewon will facilitate a strategic planning session Wednesday, 6.19.19 at 5:30 with a focus group of 20-25 residents of various ages, to determine needs of library. Refreshments will be provided.
- 2. Board members are encouraged to invite guests to the session; Tami will post it on our Facebook page and Michelle Colvert will post fliers around town advertising the 1.5 – 2 hour session.
- 3. A follow-up analysis session will be held with the board at 5:30 on 7.17.19.

**c. April Volunteer Appreciation Lunch**

- 1. Tuesday, April 23 - 11:30; catering provided by Aggie's
- 2. Expecting 9 library volunteers and staff/board members and 7 City Hall staff / City Council members
- 3. Jenni offered to provide cupcakes for dessert
- 4. Tami has purchased gifts and created certificates for volunteers

**d. Summer Reading Program information**

- 1. Mary and Tami presented a number of obstacles encountered in attempting to make arrangements for a NASA presentation to be shared with Sloan and Harlan libraries this summer, including expenses and transportation; they're pursuing other possible options (i.e., a presenter from NOAH, ANG, OFFUT, etc.)
- 2. Michael, Mary and Tami will meet 5.2.19 at the Sloan library to refine plans for the summer reading program.

**VII. New Business**

- a. **National Library Week (April 7 – 13) Proclamation:** signed by Mayor Winkel and presented to the Board by Michael; it will be posted in the library.
- b. **Open Meetings Law Handout** from Aaron Lincoln: emailed to board members for their review; special attention should be given to the section related to email.
- c. **Fundraiser idea from Mary Lou Waterbury ('Hat Humor')**: discussed and tabled at this time; board will revisit the idea as a possibility for a fall open house.

- d. **Board education:** Tami will email board members the link for the video “Toward Better Board Recruitment” to be viewed before the next meeting.

**VIII. Other Business**

- a. **SBL library:** Shannon reported that SBL librarians / associates have been directed to see if SBPL is interested in materials no longer needed in school libraries; she will coordinate with Tami.
- b. **Visual histories:** Carol Clark stated the Sgt. Bluff Museum would like to partner with the SBPL to create some visual histories with older citizens; discussion will be continued.
- c. **Saturday schedule:** Carol asked whether Saturday hours were meeting the needs of the community; Mary would like to have the library open from 9 – 2, and will cut back to 9 – 12, if necessary. Mary will also speak with Marsha and Jerry Scholl about Food Pantry Saturdays, to ensure both entities can operate concurrently; appropriate signage can be placed to have library patrons enter the main doors of the Rec Center on those Saturdays.

**IX. Adjournment**

Motion by Jenni, seconded by Shannon to adjourn at 6:30 PM. Motion carried.  
(Unanimous)

**\*\*NEXT MEETING: MAY 15, 5:30 PM\*\***

Respectfully submitted,  
Deb Collins