

**SERGEANT BLUFF LIBRARY**  
**Board Meeting Minutes**  
**May 15, 2019 5:30 PM**

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:28 PM

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Aguirre	Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Absent
Jenni McCrory	Director	Present
Dale Petersen	Director	Present
Jane Schaar	Director	Absent
Patrick Tisher	Director	Present
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 Jenni McCrory, seconded by Dale Petersen, to approve agenda. Motion carried. (Unanimous)

II. **Approval of the Agenda**

Motion by Jenni, seconded by Dale, to approve minutes of the 4.17.19 regular meeting. Motion carried. (Unanimous)

III. **Financial report and approval of expenditures**

- a. Tami Coil reported an expenditure of \$199.00 for catering the luncheon for library volunteers last month. Motion by Deb Collins, seconded by Dale, to approve payment for expenditure. Motion carried. (Unanimous)
- b. Treasurer’s report from the City of Sgt. Bluff was reviewed. Michael Aguirre presented a streamlined version rec’d from Jason Kvidera (City of Sgt. Bluff) which detailed the SBPL’s and SBL CSD’s monthly expenditures; SBPL will be totally separate from the SBL CSD as of July 1, so no school expenditures will be included after that date. Motion by Jenni, seconded by Deb, to accept treasurer’s report with notation that Tami Coil will follow up with Jason Kvidera to verify numbers. Motion carried. (Unanimous)

IV. **Public Forum**

- a. Carol Clark reported that she attended a city meeting 5.15.19 in which the remodeling of the total family center was discussed; SBPL’s strategic planning meeting in June should help address/direct specific needs of the library.
- b. Carol has contacted Brent Brown twice regarding the need for a new exterior doorknob for the library; Brent has also been asked to place parking cones to reserve two parking spaces on Saturdays during family center events, but to date this hasn’t been done.

**V. Librarian's Report / Comments**

- a. Door count of 201 for April
- b. Tami and volunteers have inventoried and catalogued the fiction, nonfiction, and small selections (romance, westerns, etc.); they're ready to catalog teen and pre-teen materials. Tami and Mary Torgerson will work on the children's materials.
- c. Tami and volunteers have pulled items for a semi-permanent book sale table that also includes audio books and DVDs.
- d. Summer programming:
  - 1. 'Build an Alien' stuffed animal activity will be offered to coordinate with summer space program; participants must register 3 wks in advance. Actual cost is \$18/alien, but SBPL will charge \$10 to offset costs with remaining balance (approx \$200) to be absorbed by SBPL and SBL budget for summer programming.
  - 2. Mary will also offer a Father's Day craft activity for children.
  - 3. Michael will contact Michelle Colvert and Brent Brown re: using approximately 1/8 of the back page of the Sgt. Bluff Advocate (which advertises weekly city activities) to inform patrons of library programming.
- e. Tami stated her next article for the Sgt. Bluff Advocate will address summer programming as well as the lack of storage and/or space for donated materials; donations will be put on hold until such time as there is adequate space for appropriate donations.

**VI. Unfinished business**

- a. **Board member vacancy / applicants**
  - 1. Patrick Tisher was approved as a SBPL board member by the City of Sgt. Bluff 5.14.19.
  - 2. The board welcomed Patrick and thanked him for his willingness to volunteer.
- b. **Strategic planning scheduling / focus group:**
  - 1. Reminder to Board: The first strategic planning meeting will take place June 19 at 5:30PM in the Fireside Room; SBPL will provide light refreshments, and the session should last about 1.5 - 2 hours.
  - 2. Tami will advertise this session on SBPL's Facebook page, and each board member should invite two guests; the Board is hoping for a group of approx 25 community members.
  - 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. Lunch was held 4.23.19 in the Fireside Room; all but two of the volunteers were able to attend, along with several board members and City officials.

2. Volunteers were very appreciative of the lunch and the thank you gifts presented by Tami.

**d. Summer Reading Program information**

1. Michael, Mary, Tami, and the Harlan librarian held a phone conference and rejected the logistics involved in arranging for and covering the expenses for a NASA speaker.
2. Mary has contacted Ron Demers (KTIV) re: sending a meteorologist to discuss moon's impact on earth and weather, etc. NASA STEM coordinator Jim Christensen will also present space-related concepts at a time TBD.

**e. Helping Hands**

1. Mary spoke with Marsha Scholl regarding several options for Saturday SBPL hours to avoid conflicts with Helping Hands services.
2. Beginning June 1, Saturday hours for SBPL will be 11:00AM – 3:00PM.

**f. Fundraiser idea from Mary Lou Waterbury ('Hat Humor'):** Discussed and declined.

**g. SBPL Website** will be complete and ready to launch when Tami adds summer calendar.

**h. 'Towards Better Board Recruitment' Video 1 discussion:** Board had no questions or comments.

**VII. New Business**

**a. Edge Assessment - Technology:** State Library is offering a free assessment to evaluate technology needs for SBPL; Tami will complete it so we may apply for a grant.

**b. Volunteers - 2 per shift:** This request came from volunteers who would feel more secure if two people worked each shift, especially after dark; Board also discussed installing some sort of doorbell that would announce patrons when volunteers are working in the main room. Jenni will email Ashley Hansen re: NHS volunteers for Tuesday shifts (3 – 5 and 5 – 7PM) to see if students are interested / available.

**c. Adjust hours for winter / summer:** Tami will bring a proposed schedule to the next meeting.

**d. Library parking signs:** Michael will contact Janice Pry regarding permanent signage to reserve two library parking spaces on Saturdays from 12-2PM.

**e. 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 - None**

**IX. Adjournment**

Motion by Dale, seconded by Jenni to adjourn at 6:28 PM. Motion carried. (Unanimous)

**\*\*NEXT MEETING: JUNE 19, 5:30 PM**

**STRATEGIC PLANNING SESSION – FIRESIDE ROOM\*\***

Respectfully submitted,  
Deb Collins