

SERGEANT BLUFF LIBRARY
Special Board Meeting Minutes
June 20, 2019 5:30 PM

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:30 PM

Attendee Name	Title	Status
Michael Aguirre	Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Present
Jane Schaar	Director	Present
Patrick Tisher	Director	Present
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Present
Mary Torgerson	Adviser / City Librarian	Absent
Collin Schaar	Adviser	Present

- I. **Approval of the Minutes**
 Motion by Jenni McCrory, seconded by Jane Schaar, to approve minutes of the 5.15.19 meeting. Motion carried. (Unanimous)
- II. **Approval of the Agenda**
 Motion by Shannon Maier, seconded by Jenni, to approve the agenda for the special meeting. Motion carried. (Unanimous)
- III. **Financial report and approval of expenditures**
- a. No financial report was available, but Tami presented the format used by the Sloan library that will be used for SBPL, beginning July 2019.
 - b. Expenses of \$171.86 (\$9.54 for a DVD and \$162.32 for books from Baker and Taylor) were presented. Motion by Jenni, seconded by Jane, to approve bills. Motion carried. (Unanimous)
 - c. Tami will contact Michelle Colvert 6.21.19 for SBPL’s exact unspent balance, since all funds for the fiscal year must be expended by 6.30.19.
- IV. **Public Forum** - None
- V. **Librarian’s Report / Comments**
- a. Door count of 265 for May and 350 to date for June, including summer reading attendees
 - b. Most junior fiction and teen fiction materials have been inventoried and cataloged
 - c. Board expressed thanks to Carol and Garry Clark for picking up the new spinner from the Pierson library; old spinners will be offered for sale
 - d. Air conditioning is scheduled to be repaired 6.21.19
 - e. Summer programming:

1. 72 students participated in the StarLab activity; 30 are registered for the 'Build an Alien' activity (approx ages 3-8; parents will also attend)
2. Carol Clark reiterated the importance of using approximately 1/8 of the back page of the Sgt. Bluff Advocate (which advertises weekly city activities) to inform patrons of library programming, as well as contacting Wayne Dominowski for coverage of special library activities.

VI. Unfinished business

a. NASA Speaker Visit for Summer Reading Program

1. Janelle Kasper-Wolfe (NASA marketing rep from Huntsville, AL) will be here July 8 for two presentations (10 AM and 7 PM); she'll present in Sloan July 9 and Harlan July 10. Through a gift from the Sgt. Bluff Community Action Team, SBPL will fund her hotel stay and meals at Winnavegas in Sloan.
2. Kasper-Wolfe is expected to present information about life and work on the International Space Station during the student-g geared program at 10 AM, followed by history of the space program / space station at 7 PM in the Fireside Room.

b. Proposed SBPL renovations

1. Carol questioned whether the Board should ask the City to proceed with proposed renovations of the library space, or wait until we have the results of our Strategic Planning sessions.
2. The consensus of the Board was to wait until strategic planning has been concluded before moving ahead with any renovations.

VII. New Business

a. Raises for Tami Coil and Mary Torgerson

1. The SBPL Board learned two days ago that proposed raises for the City Librarian and Library Director are the purview of the Board and need to be recommended before July 1; no evaluation procedures are in place at this time.
2. The Board will need to develop guidelines for performance reviews in the next several months, in order to make appropriate recommendations in the future. (State Librarian Bonnie McKewon may be a resource for this process.)
3. Following discussion with City Manager Aaron Lincoln, Michael Aguirre recommended a \$0.25/hr raise for City Librarian Mary Torgerson and a 3% raise for Director Tami Coil, in line with raises proposed for other hourly and salaried city employees. Motion by Jane, seconded by Deb Collins, to recommend a \$0.25/hr raise for Mary and a 3% raise for Tami to the City Council. Motion carried. (Unanimous)

VIII. Other Business

At the Board's August meeting, the puzzle fundraiser will be closed; need to retrieve contest prizes from Ann and Dale Petersen.

IX. Adjournment

Motion by Jenni, seconded by Jane, to adjourn at 6:04 PM. Motion carried. (Unanimous)

****NEXT MEETING: JULY 17, 5:30 PM**

STRATEGIC PLANNING SESSION – FIRESIDE ROOM**

Respectfully submitted,
Deb Collins