

**SERGEANT BLUFF PUBLIC LIBRARY**  
**Board Meeting Minutes**  
**July 24, 2019 5:30 PM**

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:25 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	Present
Jane Schaar	Director	Present
Patrick Tisher	Director	Absent
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Absent
Mary Torgerson	Adviser / City Librarian	Present
Collin Schaar	Adviser	Present

I. **Approval of the Minutes**

Motion by Jenni McCrory, seconded by Shannon Maier, to approve minutes of the 6.20.19 special meeting. Motion carried. (Unanimous)

II. **Approval of the Agenda**

Motion by Deb Collins, seconded by Jane Schaar, to approve the agenda. Motion carried. (Unanimous)

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

- a. Board reviewed and approved City’s financial report, which should be streamlined for next meeting
- b. Expenses of \$821.89 (\$59.58 for DVDs, \$74.99 for office supplies, \$162.32 for books, \$30.00 for Advocate subscription, and \$495.00 for Noah’s Ark / stuffed alien project [of which \$300 was covered by participant fees]) were presented. Motion by Jane, seconded by Jenni, to approve bills. Motion carried. (Unanimous)

IV. **Public Forum** - None

V. **Librarian’s Report / Comments**

- a. Door count of 529 (!!!) for June, including summer reading attendees
- b. Michael relocated phone to office desk; he’ll print instructions for volunteers for retrieving messages
- c. A few teen materials and all of the children’s section remains to be inventoried and cataloged

- d. Iowa Bar Association offers a free streaming program to Iowa libraries the second Tuesday of each month on topics such as financial planning, wills, estate planning, etc.
  - 1. Streaming could run on library laptop and be displayed on library TV
  - 2. Tami will include available programs/dates in Advocate and Facebook posts
- e. Summer programming:
  - 1. Attendance was outstanding in June; has slowed in July, so Tami and Mary Torgerson are considering offering regular programming for June next summer, with July/August reserved for special projects
  - 2. In addition to primary and elementary attendees, 7-9 middle school students have consistently participated in summer book club; eager for next summer's program

## **VI. Unfinished business**

- a. Volunteer drive
  - 1. Need to advertise in Advocate and on Facebook for additional volunteers
  - 2. Tami will develop a list of volunteer responsibilities to include in advertising
  - 3. Volunteers who are technologically challenged could simply record patron name / item number or name on card, to be entered in computer at later date
- b. Adjust hours for winter /summer
  - 1. Following discussion, it was decided to keep hours of operation consistent throughout the year
  - 2. SBPL will be open 9a – 1p on MWF, 3-7 on Tuesdays and Thursdays, and 11a – 3p on Saturdays
- c. Library parking / signs: Two signs have been purchased and will be used to reserve at least two parking spaces for patrons, especially when events are held at Rec Center

## **VII. New Business**

- a. Pioneer Valley Days – Saturday, Aug 10 (w/parade at 10:00)
  - 1. Parade possibility: Collin will investigate borrowing garden tractor and trailer for a small library float and contact Michael with results; SBPL has 100+ free books that could be handed out to children on parade route
  - 2. Jenni will register float with City Hall
  - 3. Following parade, Mary will share new 'Pigeon' story with library visitors and offer free school supplies to those who need them; backpacks and lunchboxes have been donated by Denise Thelander
  - 4. Tami will advertise these events in Advocate and on Facebook
- b. Board applicant Robyn Morris's application was reviewed. Motion by Jenni, seconded by Deb, to recommend Robyn to City Council for approval as member of SBPL Board. Motion carried. (Unanimous)

- c. Recap of Strategic Planning Meeting 2: Waiting for Bonnie McKewon to summarize results; Board will develop strategic plan with goals and objectives, based on summary

**VIII. Other Business**

- a. Community Action Team funds (as discussed at strategic planning session) may be available to SBPL; Tami and Mary have developed 'wish list':
  - 1. Books
  - 2. Computers
  - 3. Book spinner
  - 4. Ancestry.com subscription
- b. SBPL could potentially apply for \$5000; Board directed Tami to pursue this possibility
- c. At the Board's August SEPTEMBER meeting, puzzle fundraiser will be closed; need to retrieve contest prizes from Ann and Dale Petersen

**IX. Adjournment**

Motion by Jenni, seconded by Shannon, to adjourn at 6:37 PM. Motion carried.  
(Unanimous)

**\*\*NEXT MEETING: SEPTEMBER 18, 5:30 PM\*\***

**(No August meeting, due to conflicts)**

Respectfully submitted,  
Deb Collins