

SERGEANT BLUFF PUBLIC LIBRARY

Board Meeting Minutes

June 15, 2022 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	Absent
Jenni McCrory	Director	Present
Robyn Morris	Director	Absent
Jane Schaar	Director	Present
Patrick Tisher	Director	Absent
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Present
Andrea Johnson	City Council Liaison	Present
Mary Torgerson	Adviser / City Librarian	Present
Collin Schaar	Adviser	Present

I. Approval of the Minutes

Motion by Jenni McCrory seconded by Deb Collins, to approve minutes of the 5.18.2022 meeting. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Jenni McCrory, to approve the agenda. Motion carried. (Unanimous)

III. Financial Report and Approval of Expenditures

- a. Board reviewed City's financial report, questions were addressed.
- b. Tami reported line by line break down of all expenditures for the month of May.
- c. Total May expenditures **\$906.98**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve May expenditures. Motion carried. (Unanimous)

IV. Public Forum

- a. Carol Clark reported that the floor is gone at the Community Rec Center. The Community Rec Center will be closed June 27th -July 8th. The Community Rec Center will be closed again in August for a couple weeks when new flooring is laid.

V. Librarian's Report / Comments

- a. Door count 253 for May.
- b. Tami reported a line by line break out of the Books, DVDs and Bridges checked out.
- c. Summer reading program at the Splash Pad has had great turn out so far.
- d. Tami went to the Director's Round Table a couple weeks ago. Tami presented there.

- e. Tami reported her part in the Focus Group for Iowa Libraries and the potential for social workers onsite at Iowa Libraries. This is in the very early stages of discussions.

VI. Unfinished business

- a. StoryWalk Progress
 - i. Tami reported StoryWalk frames did not get installed last week due to rain. Tami talked with Jessie from the City about new date for installation and placement along the walking trail. Tami reported on plastic backer sheets. Board needs to decide on advertising /sponsorship pricing. This would be a great no cost fundraiser for the Library. Tami will put a flyer together for sponsorship levels.
- b. New Building Progress
 - i. Tami reported on the department head meeting. City is making headway on the building change for their City Hall. The Library will likely not start making changes to their new space until October. We may need to ask for an extension on the MRHD Grant as our project will not be complete by end of the year.
- c. Microsoft Office Purchase
 - i. Tami and Michael updated the Board on number of licenses we will purchase. Michael has found a great deal on Office365 for Libraries. (\$10 for one license for one year)
- d. Final Library Wishlist
 - i. Tami quoted pricing for several times on our wish list, here are a few of those items:
 - Thermal Printer---\$395
 - Door Counter---approximately \$700
 - Cricket Maker---\$329.99
 - Acrylic Flyer holders---\$
 - Computer Tables—
 - Couple more laptops ---\$750 each
 - Total of \$8,000 worth of Wish List items. Tami to write up a list and present back to the Board.
- e. RAGBRAI
 - i. Discussed RAGBRAI fundraising opportunities. Board has decided with everything else going on, the Library Board will not pursue a fundraiser at RAGBRAI.

VII. New Business

- a. Library Employment Agreement
 - i. Michael shared the Employment Agreement document for the Board to review. We are officially presenting Tami with an Employment Agreement. Tami to review and get back to Michael and Aaron Lincoln.
- b. Board of Directors Special Meeting for Librarian Job Description Finalization
 - i. The Board will stay after following this meeting to discuss Librarian Job Description.
- c. Part-Time Employee Job Posting and Description

- i. Tami will work with the City to post for a Part-Time Job. Position is 10 hours per week and may include some weekend hours.
- d. Roll Laminator Public Usage and Fee
 - i. Tami discussed Laminator fee for public use. Board agreed to charge public \$.20 per inch.
- e. Door Wrap
 - i. Tami suggested we remove the door wrap as its tore. Tami will have one of our volunteers take care of it. Board approved.
- f. Library Hours
 - i. Tami recommended that new Library hours would start August 1st. Tami recommended to the Board: Monday, Tues, Wed, Friday 9:00 am -5:30 pm. Thursday 10:00 am – 7:00 pm Saturday 10:00 am -3:00 pm this gives us a total of 48 open hours. Tami would work a little over 40 hours per week.
 - ii. Part time employee would work approximately 3:30-5:30 pm Monday-Friday.

VIII. Other Business

- a. No Other Business

IX. Adjournment

Motion by Jane Schaar, seconded by Deb Collins, to adjourn at 6:37 PM. Motion carried.
(Unanimous)

****NEXT MEETING: August 17, 2022, 5:30 PM at the Library****

Respectfully submitted,
Jane Schaar