

SERGEANT BLUFF PUBLIC LIBRARY
Board Meeting Minutes
August 17, 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	Present
Jenni McCrory	Director	Present
Robyn Morris	Director	Present
Jane Schaar	Director	Present
Patrick Tisher	Director	Present
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Present
Andrea Johnson	City Council Liaison	Present
Mary Torgerson	Adviser / City Librarian	Absent

I. Approval of the Minutes

Motion by Deb Collins seconded by Shannon Maier, to approve minutes of the 6.15.2022 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 months of June and July.
- c. Total July expenditures **\$2175.12**
- d. Total June expenditures: **\$8592.42**
- e. Motion by Jane Schaar, seconded by Deb Collins , to approve June and July expenditures. Motion carried. (Unanimous)

IV. Public Forum

- a. Carol Clark reported there will be a RAGBRAI appreciation party on Wednesday August 31st at 6:00 pm for all volunteers. The City Pool will be open (weather permitting) for free swimming.
- b. New flooring installation will start August 29th in the Rec Center and will take approximately 10 days for completion.

V. Librarian’s Report / Comments

- a. Door count 313 for June and 383 for July.

- b. Tami reported a line by line break out of the Books, DVDs and Bridges checked out.
- c. Tami reported that the Library was one of the information centers during RAGBRAI. Approximately 100 people came in on Saturday of RABRAI. Tami did a notary the day of RAGBRAI.
- d. Tami reported September is Library card month. Tami will put information out.
- e. Tami will be walking through the City Hall space with city officials to discuss Library space. Tami needs to know what we will need for the MRHD grant.
- f. Annual survey is due October 31st.
- g. Air Guard wants to do a donation for the Story Walk. They want a printed ad on two displays for the entire year. Air Guard will pay \$1200 for the two displays for 1 year. We will need an agreement for the Air Guard.
- h. Tami reported we are getting a free book display, from Morningside Library.

VI. Unfinished business

- a. Part time Library Assistant
 - i. Tami introduced Terri Rocha. Terri is our new Part-time Library Assistant.
- b. Job Title Mary Torgerson
 - i. Mary has obtained her support staff certification. Mary also obtained youth service certification. Youth Service Coordinator will now be Mary's new title. This was approved through the City.
- c. Story Walk Update
 - i. Tami reported on some issues, with missing pages. Fliers were left on the displays from RAGBRAI. We require approvals from organizations to add any material on the story walk boards.
- d. New Hours Effective September 6th
 - i. Tami recommended the following Library Hours effective September 6th: **9:00 am-5:30 pm Monday-Wednesday, 11:00 am-7:00 pm Thursday, 9:00 am-5:00 pm Friday and 10:00 am-3:00 pm Saturday.**
- e. New Building Update
 - i. City is starting to move their things out. City is targeting September 15th to be moved out and into their new location. Tami will be doing a walk through tomorrow with City officials for ideas.

VII. New Business

- a. Vests for Volunteers
 - i. Discussed vests for volunteers and new shirts for paid staff. Tami went to Little Red for a quote on a new staff shirt. Vests would be worn by volunteers only when they are here working. Quote for \$25 from Little Red. Tami will get those ordered through Little Red.
- b. Canva Subscription and Cricut Design Space
 - i. Tami has been using Canva for graphic design. Very user friendly and affordable. \$119.99 per year. Cricut is \$119 as well. Tami will cancel Adobe subscription.
- c. Homecoming Parade Float

- i. Tami inquired if the board wanted to do a float for the SBL Homecoming Parade on September 26th Monday at 6:30 pm. No plans made at this time for a float.

VIII. Board Education

a. Law Library FAQs

- i. Tami shared an FAQ handout to the Board Directors. This one pertains to minors left alone in the Library, as minors require an adult in attendance when volunteering at the Library.

IX. Adjournment

Motion by Jenni McCrory, seconded by Deb Collins, to adjourn at 6:24 PM. Motion carried. (Unanimous)

****NEXT MEETING: September 21, 2022, 5:30 PM at the Library****

Respectfully submitted,
Jane Schaar