

SERGEANT BLUFF PUBLIC LIBRARY
Board Meeting Minutes
September 21, 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
Mary Torgerson	Youth Services Coordinator	Present

I. **Approval of the Minutes**

Motion by Jenni McCrory seconded by Deb Collins, to approve minutes of the 8.17.2022, 08.30.2022, 09.14.2022 meeting. Motion carried. (Unanimous)

II. **Approval of the Agenda**

Motion by Jane Schaar, seconded by Shannon Maier, 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 August.
- c. Total August expenditures **\$811.35**
- d. Motion by Jane Schaar, seconded by Deb Collins to approve August expenditures. Motion carried. (Unanimous)

IV. **Public Forum**

- a. Carol Clark reported the City Hall has moved to its new location down the street.

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

- a. Door count 198 for August
- b. Tami reported a line by line break out of the Books, DVDs and Bridges checked out.
- c. Tami ordered vests and shirts for staff and volunteers from Little Red.
- d. A \$1200 check was received from the Air National Guard. We have a draft of the artwork for the StoryWalk.
- e. Tami reported that the Public Works forgot to pick up the library bookshelf from the Morningside Library. We will reschedule for pick up.
- f. Tami has started the Annual survey which is due October 31st.

- g. Tami and team are working on boxes and labels for moving. Patrick will start moving some items on Thursday evening.
- h. Terri and Tami went through the Children's room, reorganized, and weeded out books. Tami will start inventorying the fiction section this week.
- i. Kimberly Losee, new volunteer has started.
- j. Girl Scouts are back to meeting every other week at the library.
- k. Tami reported on the Internship program, Patrick has offered to help manage this and reach out to the school for volunteers.
- l. Tami reported that the extended hours have been well received, going well. Tami to update the website with our new hours.
- m. Tami reached out to Little Lambs Preschool to partner for story time programs.
- n. Tami is working with Aaron on the MRHD grant extension.
- o. Thank you notes arrived through Vista Print.
- p. Tami mentioned we should find out top 3 languages spoken at school. Jenni to take the action to find out.
- q. Tami has next couple of stories ready for the Story Walk.
- r. Tami posted on social media for Banned Book Week.

VI. Unfinished Business

- a. Story Walk Update
 - i. There will be a grand opening Wednesday October 5th at 5:30 pm at the Rec Center, to coincide with the walk/bike to school.
- b. Float for SBL Homecoming Parade Monday September 30th
 - i. Tami reported we have access again this year to a utility vehicle from Air National Guard.
 - ii. The parade is 6:30 pm but we will need to report at the Convergys parking lot by 6:00 pm
- c. Origami Program with Emily Mallory
 - i. Tami reported Emily will be presenting on October 15th at 11:00 am. Tami is checking to see if we can use the new Library space in the council chambers.
- d. New Building Progress
 - i. Tami met with City officials today, Still waiting to hear if we have an Architect identified to help us with planning.

VII. New Business

- a. Additional Hours for Terri
 - i. Moving forward into October we need coverage for Saturdays. Mary is done working Saturdays this weekend. The plan is to use Terri in the short term until we can hire a replacement. Tami to reach out to Kimberly Losee who applied for the original PT position and see if she would like the hours for Saturday. Tami to report back at the next board meeting.
- b. Banner for new Library Building
 - i. Board discussed signage for the new building. Tami will put the Cricut machine to use for the Windows in the new building.
- c. Program Planning

- i. Tami reported that the Rec Center is doing Spooky Fest 2:00-4:00 pm October 30th along with the Trick or Treat Trail. Tami recommended we participate at the Spooky Fest and hand out candy along the trail. Board members can drop off candy at the Library,

VIII. Board Education

- a. Law Library FAQs
 - i. Tami shared 2 handouts to the Board of Directors. Education included “Coping with Harassment” and “Library Staff Security”.

IX. Adjournment

Motion by Jane Schaar, seconded by Deb Collins, to adjourn at 6:27 PM. Motion carried.
(Unanimous)

****NEXT MEETING: October 19, 2022, 5:30 PM at the Library****

Respectfully submitted,
Jane Schaar