

**SERGEANT BLUFF PUBLIC LIBRARY**  
**Board Meeting Minutes**  
**October 19, 2022 5:30 PM**

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:27 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
Robyn Morris	Director	Present
Jane Schaar	Director	Present
Patrick Tisher	Director	Absent
Tami Coil	Library Director	Present
Andrea Johnson	City Council Liaison	Present
Carol Clark	City Council Liaison	Present

I. **Approval of the Minutes**

Motion by Jenni McCrory seconded by Shannon Maier, to approve minutes of the 9.21.2022 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 September.
- c. Total September expenditures **\$4871.20**
- d. Motion by Jane Schaar, seconded by Deb Collins to approve September expenditures. Motion carried. (Unanimous)

IV. **Public Forum**

- a. Carol Clark and Jason Kvidera discussed the change in Library location again.
- b. Carol is focused on community outreach and encourages us to focus on that every month. The Board asked Tami to schedule a meeting with Tami Little, Head of Library for SBL CSD, before we meet in November. We need more partnership and synergy with the schools. Board also discussed partnering with the senior nursing and retirement homes to share books.
- c. Haunted House had over 600 people last week.

V. **Librarian’s Report / Comments**

- a. Door count **254** for September
- b. Tami reported a line by line break out of the Books, DVDs and Bridges checked out.

- c. Tami reported on Inter-Library Loan. We borrowed 10 book from other libraries.
- d. Library added 14 new Library card members.
- e. Next Wednesday Tami will attend the 5210 summit in Ames. Tami will discuss the StoryWalk
- f. Tami will be going to Council Bluffs November 2<sup>nd</sup> for the Space Planning and Building Design seminar.
- g. Tami working on the Spooky Festival ghost craft. Tami is also working on Trick or Treat bags for October 30<sup>th</sup>.
- h. Tami planning to do a craft for WinterFest in December.
- i. The Storage closet moved a couple weeks ago.
- j. Tami reported on the training for new volunteers.
- k. Tami has sold approximately \$100 worth of books to other libraries.
- l. Tami has identified different language books.
- m. The new shirts and vests are in for the volunteers.
- n. Tami found 2 bookshelves for children, Terri going to pick up near Ames.
- o. Tami created business cards to hand out.
- p. The Library processed 2 notaries this month.
- q. We received the extension for the MRHD Grant.
- r. Annual Survey almost done, will have it done this week.
- s. Origami program went well.

**VI. Unfinished Business**

- a. New Building Progress/Move Update
  - i. Michael and Jason Kvidera reported that after several meetings with City Officials, it was decided that the Library will be moving to the current new City Hall. City Hall and Library will share that new building space.
  - ii. Timeline becomes more flexible, as we don't have to wait.
  - iii. We can move anything we want effective immediately.

**VII. New Business**

- a. StoryWalk Partnership Opportunity
  - i. Tami reported that the Iowa State University Extension and Outreach will provide the StoryWalk for us. They would buy the books, unsure if they will put the story pages in the holders. This is a free service.
- b. Employment Approval for Kimberly Losee
  - i. Motion by Deb Collins, second by Jenni McCrory to approve the employment offer for Kimberly Losee. \$10 per hour, 10 Hours per week. Unanimously carried.
- c. Internship Program
  - i. Tami reported that her and Patrick Tisher have been working on putting this together. They will schedule a meeting with Ashley Hansen with the SBL CSD.
- d. Teen Advisor Role
  - i. Once we organize the Internship Program, we will identify what that Teen Advisor Role will be and how it will work.

**VIII. Board Education**

a. Law Library FAQs

- i. This month's Board Education included "Security Cameras and Video Surveillance". The Board discussed we need to have recording surveillance.

**IX. Adjournment**

Motion by Jane Schaar, seconded by Robyn Morris, to adjourn at 6:26 PM. Motion carried. (Unanimous)

**\*\*NEXT MEETING: November 16, 2022, 5:30 PM at the Library\*\***

Respectfully submitted,  
Jane Schaar