

**Sergeant Bluff Public Library Board Meeting**  
**Wednesday, January 18th , 2023, 5:30 pm**  
**503 4<sup>th</sup> St**

Board Members: President, Michael Aguirre, Deb Collins, Jane Schaar, Shannon Maier, Jenni McCrory, Patrick Tisher, Robyn Morris, Carol Clark, City Council Advisor, Andrea Johnson, City Council Advisor, Library Director, Tami Coil

**AGENDA:**

Call to Order

Minutes Approval 11/16/2022, 1/04/2023

Agenda Approval

Bill Approval

Treasurer's Report

Public Comment

Librarian's Report for November/December

Door Count: 100/0

Adult Books: 58/0

Children/Teen Books: 18/0

DVDs: 5/0

Bridges – audio books: 191/159

ebooks:142/129

Magazines: 2/1

WhoFi – Total monthly usage 80/0

unique visitors 27/0

**UNFINISHED BUSINESS**

**• RELATIONSHIP BETWEEN THE BOARD OF TRUSTEES & LIBRARY DIRECTOR**

*(Iowa Library Board of Trustee's Handbook & City of Sergeant Bluff Ordinance for Public Library attached)*

○ **The items below are from the Iowa Library Board of Trustees Handbook and I want to take some time to review these items as they are very important to where we are within our current state of affairs as a Public Library.**

○ **Working relationships determine the culture of a library. Every effort should be made to maintain cordial and collaborative relationships. Chief among these relationships, because of its effect on the overall library administration, is the working relationship between the director and the board.**

○ **While the board has responsibility for decision-making, the director has the responsibility to provide the board with the data needed to make well-informed decisions.**

○**REMINDER: SBPL Board of Trustees Role (from Iowa Library Trustee's Handbook):**

- The library director will typically bring forward a draft of policy topics. However, it is the board that actually approves and adopts the policies.
  - Once a policy is adopted, the director and staff carry it out as they operate the library.
- The board hires and evaluates the library director, while the director hires and evaluates other staff.
- The library director typically drafts the yearly budget proposal, but it's the board that officially adopts the budget.
- The city appoints and approves members of the library board, allocates taxation to the library's budget, and handles the bill paying process.

❖ **Board of Trustees Primary Responsibilities:**

- *Hiring the Library Director*
  - *The board hires a qualified person to manage the daily operations of the library, working with and in support of the director while mutually respecting each other's roles*
- *Approving & Monitoring the Budget*
  - *Library boards typically have a great deal of authority over the library budget, including approving expenditures, and moving funds between line items.*
- *Developing and Adopting Policies*
  - *Library boards must be mindful that they adopt public policy for a public service. They should take care to avoid writing policies that are reactionary or punitive. Instead, policy development should keep community interests at the forefront. Once adopted by the board, library staff work to carry out the policies and communicate them to patrons.*
- *Planning for the Library's Future*
  - *Planning is another important function of the board and should be approached as a continuous process. Planning leads boards to explore possibilities and opportunities, basing decisions on community input and packaging service in response to community needs.*
- *Evaluating Service & Advocating for Advancements*
  - *The community puts its faith in the library board to make sure the library is operating within the public trust. The board helps determine whether the community is satisfied with library programming and services. One of the most effective ways to gauge satisfaction with library service is by evaluating the library director's job performance.*

❖ **REMINDER: SBPL Library Director's Role**

- Act as a professional and technical advisor to the library board of trustees on policy, finances, planning, library performance, laws affecting libraries.

- Hire and supervise staff
- Implement and interpret board policy to staff and the public.
- Administer the library budget.
- Develop the collection (“collection” is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, puppets and more).
- Manage library services and programming.
- Supervise outreach services to the community.
- Manage and maintain the physical facility, computer technology, the library’s automation system, and other equipment.
- Represent the library in the community by promoting its services and programs.
- Instruct users how to access, evaluate, and use information resources.
- In small cities with few or no other library staff, the library director serves customers directly and may also:
  - Provide preschool story time to build early literacy skills in young children
  - Help students find resources to complete school assignments
  - Help readers find a good book
  - Answer reference questions from patrons
  - And yes... check out books!

### **New Building progress**

- Tvs, digital displays installed
- bulletin board is installed
- Alarm system is installed – not trained yet on it – Danny said would train sometime this week.

### **Items left to do:**

- Book drop – waiting for warmer weather for Public Works to install
- Key lock box for front door – Public works will remove from old library and attach to new building.
- Light Switch at front door for lights in circ desk area – Public Works electricians – this seek depends on weather
- Need new chairs for circulation desk ASAP as current chairs are far too low. Spoke with Jason, suggested to order big and tall chairs from Amazon more cost effective.
- L-shaped desk needs to be brought over for office by Public Works this week.
- Meeting room cleared out – volunteers and employees working on it – will be done by Jan. 28<sup>th</sup> for book club
- Tyler will bring tables and chairs from Rec Center by Jan. 28<sup>th</sup> for us to use
- Will request lights over wall shelves to be added to budget for next FY.
- Will need permanent tables and chairs for meeting room – as budget allows.

### **Library Director Evaluation Update**

Board President to share update on evaluation process and status

Schedule date/time for evaluation to Library Director

- **Library Official Email Use**

- [librarydirector@cityofsergeantbluff.com](mailto:librarydirector@cityofsergeantbluff.com)

- [sgtbluffpl@gmail.com](mailto:sgtbluffpl@gmail.com)

- [Mollydog51055@gmail.com](mailto:Mollydog51055@gmail.com)

## **Meeting Room Policy Review**

### **First Quarter Programs**

- Monthly Story times

- Mary Torgerson – Auschwitz Program

- Fiber Arts class by Growing Up Lulu

- Emily Mallory Paper Crafting in April

- STEAM/STEM trailer from IPTV

## **NEW BUSINESS**

- Pizza, Pub and Puzzle Fundraiser with Pub 52

- Midstep Cleaning Service/Estimate

- Grand Opening Plan

- Review/Update Bylaws

- Review/Approve tentative FY24 Budget

## **Board Education**

- None this month

## **OTHER BUSINESS**

**NEXT MEETING: February 15th 5:30 pm**