

SERGEANT BLUFF PUBLIC LIBRARY
Board Meeting Minutes
November 16, 2022 5:30 PM

- I. **Call the meeting to order** –Jenni McCrory called the meeting to order at 5:30 PM.

Attendee Name	Title	Status
Michael Aguirre	Chairperson	Absent
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Present
Robyn Morris	Director	Absent
Jane Schaar	Director	Present
Patrick Tisher	Director	Present
Tami Coil	Library Director	Present
Andrea Johnson	City Council Liaison	Present
Carol Clark	City Council Liaison	Absent

I. **Approval of the Minutes**

Motion by Shannon Maier seconded by Deb Collins, to approve minutes of the 10.19.2022 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 October.
- c. Total October expenditures: **\$771.28**
- d. Motion by Shannon Maier, seconded by Deb Collins to approve October expenditures. Motion carried. (Unanimous)

IV. **Public Forum**

- a. Andrea Johnson reported that the carpet for the new Library space will arrive in two weeks.
- b. Andrea Johnson discussed the Library Signage, discussed using grant money for the new signage.
- c. Andrea Johnson discussed the Scheels giving campaign.

V. **Librarian’s Report / Comments**

- a. Door count **275** for October.
- b. Tami reported a line by line break out of the Books, DVDs, and Bridges checked out.
- c. Tami reported on the Library signage and board approved a signage draft. Our signage will be familiar to the City Hall signage.

- d. Tami met with Tami Little, Head Librarian from SBL CSD. Tami Little will be a contact for Tami to send out communications and event information. Tami Little talked about partnering with different programs. (IE: Guest Speakers) Tami Coil to follow back up with Tami Little before next Board meeting. We discussed the great need to build that partnership between our City Library and the SBL Schools.
- e. Tami attended the 5210 Conference Update: that went well. Tami discussed the StoryWalk.
- f. Space planning seminar...Tami went to Council Bluffs. Ideas for merchandising.
- g. Tami reported that the State Library came out with an emergency disaster template. Tami to work with the City and Patrick on a plan. Tami will have that ready to approve in the January Board meeting.
- h. While we are closed, Tami asked Aaron if she could work a flexible schedule. Tami will be working out of an office in the new Library location effective November 28th
- i. Tami sold 5 boxes of books. Received money from another library for a box of books.
- j. **Tami to reach out to different entities throughout the Sergeant Bluff community.** Tami to call or stop at **Pub 52**. Tami has emailed retirement homes but has not heard back. Tami needs to make a phone call and make a stop in person to the **local nursing homes and retirement homes here in Sergeant Bluff**. Tami to call **Bluff Little Thinkers** and **Building Blocks** as well. With the downtime while the Library is in transition, now is the time to get in touch with these partners locally and schedule time to meet and line up programs for 2023. **Tami to have an update at the next Board meeting in January.**

VI. Unfinished Business

- a. Internship Program
 - i. Patrick reported that he spoke to Jason Klingensmith at the SBL HS. Patrick will be meeting with Ashley Hansen. We could use students for help with social media, etc.
- b. Building Move Update
 - i. Tami has been organizing and packing for the move. We can start moving items as soon as we want. **Tami and Andrea will ask the City about a truck or trailer for moving.**
 - ii. City personnel working on doors to enclose the break room that is for employees.
 - iii. The plan is for the library to obtain 2 of the office spaces for now.
 - iv. The board would like to have signage completed around the new library when it reopens. The Board discussed having the part time library employees work on getting the vinyl cut while the library was closed. Signage can be put on temporary boards and hung around the library, so the book areas are easily marked.

VII. New Business

- a. Future Programs
 - i. Early Out Wednesdays: Tami reported that she met with Little Lambs. We will start planning kids programs to start in January. (Lego Program). **Tami to provide an update to the Board at the January meeting.**

- ii. Stuff Animal Sleepover: Tami discussed the Sloan Library did this. Kids leave their stuffed animals overnight in the Library. **Tami is planning for a January or February event.** Tami will update the Board at the January meeting.
- iii. Adult Craft Program: **Tami looking into an adult craft program for the coming months. Tami will provide the Board an update in January.**

VIII. Board Education

a. Law Library FAQ

- i. This month's Board Education included "Children Access to the Internet".

IX. Adjournment

Motion by Jenni McCrory, seconded by Deb Collins , to adjourn at 6:21 PM. Motion carried. (Unanimous)

****NEXT MEETING: January 18, 2023, 5:30 PM at the Library****

Respectfully submitted,
Jane Schaar