

SERGEANT BLUFF PUBLIC LIBRARY
Special Board Meeting Minutes
January 3, 2023 5:30 PM

- I. **Call the meeting to order** –Chairperson Michael Aguirre called the meeting to order at 5:33 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
Andrea Johnson	City Council Liaison	Present
Carol Clark	City Council Liaison	Present

II. **Library Re-Opening Checklist Status**

a. Remaining To Do Checklist items

- i. Electrical to-do list includes: Outlets for computer area and where we will have countertop spot. Digital display units, in meeting room, phones. RTI is coming this Thursday. Electrical will be done Thursday. Alarm company coming Thursday. Lighting on one main switch but needs to be available in a couple of spots. Canned lighting by the circulation desk is needed. Two big square lights are burnt out and need replaced. Electrical outlets along the back counter space where the laminator and printer are. TV on wall, Kids space, next to open signage. Tami reported they are marked when they need to be. Not showstoppers for Thursday opening. Jason’s team will be hanging TVs.
- ii. DVD stand needs work, not staying together. Tami to investigate this with City help.
- iii. Spinners need some work. The spinners laying on the floor will go to Teen Section.
- iv. Circulation desk trim needs put back on. Ethernet and wiring need to be completed, fill the holes. Tami reported that Circulation desk area was measured and moved to where it needs to be for ADA compliance.
- v. Book Drop will be installed by John Robinson, we don’t know when yet. Tami and Staff need to check the other book drop weekly.
- vi. We need a new IP subnet for this new space. Tami will need to get in touch with the State regarding the new library network. RTI will need to work with someone from the State.
- vii. Security Alarm will be coming Thursday. Aaron, Danny and Tami will meet. Split the alarm system between City side and Library side.
- viii. Most signage is done, some signage remaining. Tami ordered 5 more signs for the shelving. Outdoor sign is ordered. Will get installed once spring hits when ground thaws. In the meantime, we will put our signage in the digital display. Danny to change the date on the digital sign for Thursday January 5th
- ix. Tami identifying and separating what we need at circulation desk and the supplies we need.

- x. We need to get the clock, chairs, easels from the old building. We are not aware of a date we must get out – no drop-dead date.
- xi. Cubicles are not ready yet. For opening we will live with the white tables for a while. Michael will investigate a 30X36 cubicle. We will continue to look at cubicle options. Carol to check with Morningside University what they have in their library. We have two laptops now....we can use the 2 white tables to get us by for now.
- xii. Clean up the desk area at the front entry way for Thursday opening since the Circulation Desk won't be ready. We need to keep it away from the Circulation Desk.

b. Scheduling and Staffing

- i. Tami needs to find a volunteer for Thursday evenings 5:00-7:00 pm
- ii. Tami reported we are doing well between volunteers and paid workers.
- iii. Same schedule of volunteers and paid workers as when we were at the old library. Tami to get Danny the Library hours to add on the digital sign (if its not there already)

III. Library Director Evaluation Process

a. Form and Process

- i. Probationary 6-month review per the State Library bylaws.
- ii. Michael pulled the city review form for review. Michael spoke to Bonnie at the State Library. Michael obtained policies and evaluation forms from Humboldt, Iowa city office, and from a couple other libraries across the state. Michael and Aaron asked the City Attorney for her input as well. Every board member will fill out a review form on Tami. Personnel committee will be formed to perform the review along with the Board President. All Board members are required to fill out the evaluation form and turn into Michael by **January 10th** Michael will send out the form in Excel Format. This will allow the personnel committee one week to compile and deliver the evaluation before the January Board Meeting on January 18th.

b. Personnel Committee Volunteers

- i. Deb Collins and Shannon Maier volunteered to serve on the personnel committee along with Michael Aguirre as Board President. Aaron Lincoln or other city representative(s) will sit in on the evaluation from the standpoint that the Library Director is a city employee.

IV. Meeting Adjournment

Motion by Jane Schaar, seconded by Deb Collins, to adjourn at 6:35 PM. Motion carried. (Unanimous)

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

Respectfully submitted,
Jane Schaar