

**SERGEANT BLUFF PUBLIC LIBRARY**  
**Board Meeting Minutes**  
**January 25, 2023 5:30 PM**

- I. **Call the meeting to order** –Chairperson Michael Aguirre called the meeting to order at 5:31 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 Deb Collins seconded by Jenni McCrory to approve minutes of the 11.16.2022 and 01.04.2023 meetings. 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 months of November and December.
- c. Total November expenditures: **\$197.17**
- d. Total December expenditures: **\$136.49**
- e. Motion by Jane Schaar, seconded by Deb Collins to approve November and December expenditures. Motion carried. (Unanimous)

IV. **Public Forum**

- a. Carol Clark reported the Name the Snowplow contest is over. There were 6 winners and each received a gift card to the Sergeant Bluff Dairy Queen.
- b. Busy time of the year for the City, budget meetings underway.

V. **Librarian’s Report / Comments**

- a. Door count **100 for November and 0 for December.**
- b. Tami reported a line by line break out of the Books, DVDs, and Bridges checked out.
- c. Tami reported the patron count for January so far is 200.

- d. New volunteer, Alexis Wingett, is doing very well. Tami has trained her. She would like to start a Dungeons and Dragons Club. Alexis would take it and run with the program.
- e. Iowa Library online conference is tomorrow. Tami will watch some of that online. There is a Webex from the Iowa Extension tomorrow evening regarding community.
- f. Tami is applying for the Dollar General summer reading grant. Grant is up to \$3000.
- g. Tami is working on the American Library association: Rural Accessibility Grant. Due February 28<sup>th</sup>
- h. Tami has reached out to Pioneer Cabinetry regarding quote for cabinets. We have \$7100 left in the MRHD grant. The remaining dollars will cover tables and chairs as well.
- i. Meeting room is empty, ready for tables and chairs. We will borrow from the Rec Center until we have our own. Tyler will bring those tomorrow.
- j. Tami reported we need shelves for the closets.
- k. Window Display is working. The other display is cracked. Options at Best Buy for a TV display.
- l. Tami is still trying to get a hold of Ashley Hansen, NHS Advisor, at SBL High School.
- m. Tami has contacted Building Blocks and Bluff Little Thinkers, they will come when it gets warmer for Story Time. Tami will work with Terri to assist with this. Idea is to have the day care providers stay with the kids and be at the Library approximately 1 hour.
- n. Tami reached out to Pub 52 to host a fundraiser. They are very open to hosting a pizza, pub and puzzles fundraiser. We are targeting to have a date in April. For next meeting, Tami to meet with Pub 52 regarding cost for the pizza and beer. Would need to be one of the last 3 Saturdays in the month of April.
- o. Saturday Story Time has started. We had 8 attendees last Saturday.
- p. Tami continues to work on language books (2 in French). Ordered more kids books in Spanish and a book on culture of Dinka.

## **VI. Unfinished Business**

- a. Relationship between the Board of Trustees and the Library Director
  - i. Michael provided job responsibility language from the Iowa Library Board of Trustees Handbook. Michael read out loud the entire verbiage on Board and Librarian roles and responsibilities.
- b. New Building Progress
  - i. Tami reported that the digital displays and TVs have been installed.
  - ii. Tami reported the bulletin board is up.
  - iii. Tami reported the Alarm System is installed. Tami will receive training on it next week.
  - iv. Remaining items include: Grandfather clock is still over at the old Library, 3 new chairs on order for the circulation desk from the MRHD grant.
- c. Library Director Evaluation
  - i. Michael has the evaluations compiled. Michael and the Personnel Committee will meet with Tami on Tuesday January 31<sup>st</sup> at 5:30 pm for a review.
- d. Library email Address
  - i. We need to get back to 1 email address for correspondence with Tami. [LibraryDirector@CityofSergeantBluff.com](mailto:LibraryDirector@CityofSergeantBluff.com) . Tami will ask Danny to change it so its shorter.

- e. Meeting Room Policy Review
  - i. Tami to ask Tyler for a copy of the rec center form. We need a form for our space usage. We need to have a contact in place.
  - ii. City employees and non profit groups would NOT pay a fee to use a room.
  - iii. The Board reviewed the policy documented by Tami.
  - iv. Motion to approve by Jane Schaar, second by Deb Collins, the policy for the meeting room.
- f. First Quarter Programs.
  - i. Monthly Story time
  - ii. Auschwitz Program by Mary Torgerson
  - iii. Fiber Art Class by Growing Up Lulu
  - iv. Paper Crafting in April
  - v. STEAMSTEM Trailer by IPTV
  - vi. Board has asked Tami to bring a calendar to the next meeting.

**VII. New Business**

- a. New Volunteer
  - i. Alexis Wingett
- b. Pizza, Pub and Puzzle Fundraiser with Pub 52
- c. Grand Opening
  - i. Tami scheduled a Grand Opening **Thursday February 16<sup>th</sup>** Tami reached out to the Sioux City Chamber of Commerce, to attend our grand opening. We will have an official ribbon cutting, time to be determined. Tami will line up refreshments. The SB Advocate will also come.
- d. Bylaws
  - i. The Board will identify a date for a special board meeting to write and adjust the Bylaws.
- e. FY24 Budget
  - i. Next budget meeting is February 1<sup>st</sup> Tami will attend the FY24 budget meeting with City Personnel.

**VIII. Board Education....None this month**

**IX. Adjournment**

Motion by Jenni McCrory, seconded by Jane Schaar, to adjourn at 7:06 PM. Motion carried. (Unanimous)

**\*\*NEXT MEETING: February 15, 2023, 5:30 PM at the Library\*\***

Respectfully submitted,  
Jane Schaar