

SERGEANT BLUFF LIBRARY
Board Meeting Minutes
October 17, 2018 5:30 PM

- I. **Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:30 PM

Attendee Name	Title	Status
Michael Aguirre	Chairperson	Present
Ann Petersen	Vice Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Present
Dale Petersen	Director	Present
Jane Schaar	Director	Present
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Present
Mary Torgerson	Adviser	Present
Collin Schaar	Adviser	Present

II. **Approval of the Agenda**

Motion by Deb Collins, second by Jenni McCrory to approve agenda. Motion carried.
(Unanimous)

III. **Approval of the Minutes**

Motion by Dale Petersen, second by Jane Schaar to approve minutes of the 9.19.18 regular meeting. Motion carried. (Unanimous)

IV. **Financial report and approval of expenditures**

- a. Tami Coil reported an expenditure of \$78.52 for books from Baker and Taylor
- b. Motion by Jane, second by Deb to approve the expenditure. Motion carried.
(Unanimous)
- c. No treasurers' report available; Tami will contact Michelle Colvert and will also request a more pertinent report that includes the monthly library budget and specific expenditures.

V. **Public Forum** -None

VI. **Librarian's Report / Comments**

- a. Door count of 258 for September, despite being closed for a week
- b. More books and most DVDs have been added to Atrium; Tami, Mary Torgerson, Barb Maxfield, and Robyn Morris are working together to add inventory to the system. Tami is also developing a tutorial for the process.
- c. Phone issue: incoming calls can't be answered on library phone; Michael will contact Long Lines to arrange a service call.

VII. **Unfinished business**

- a. **Volunteer luncheon:** Need to plan for approximately 25 people; discussed a variety of menu options and chose lasagna, tossed salad, Italian bread, and cake. Brent Brown has told Tami we can use the Family Center Fireside Room. She will ask volunteers to choose a Tuesday in November.
 - Jane:** purchase and prepare lasagna, salad, and Italian bread
 - Carol:** purchase cake
 - Shannon Maier and Mary:** provide salad dressings
 - Jenni McCrory:** provide decorations
 - Michael:** provide plates, cups, flatware
- b. **Library T-shirts:** Michael obtained a bid of \$308 from Quality Logo Products for 50 shirts with front and back logo, which was lower than Little Red Embroidery's bid. Motion by Dale Petersen, second by Deb to accept the QLP bid and have Michael order the shirts in assorted sizes. Motion carried. (Unanimous)
- c. **Monthly book review / library update:** Rather than providing monthly book reviews as previously discussed, Tami will provide a monthly library update to be published in the Sgt. Bluff Advocate. Article will include library progress, events, new books, current hours, and other pertinent information.
- d. **Need to hang TV and white boards:** Michael will contact Mark Huntley.

VIII. **New Business**

- a. **Winter Fest:** Tami has spoken to Brent Brown and arranged for our Literary Basket silent auction to be held in the Family Center during Winter Fest. Michael will modify Facebook ad from last year and send to Tami to repost. Each board member is asked to provide two literary baskets for the auction.
- b. **Puzzle Raffle:** Needs to be advertised (both on our Facebook page and in the Advocate); Tami will explain to volunteers how to sell tickets and designate numbered puzzle pieces, etc. Could also sell puzzle pieces at Winter Fest, if necessary, as well as other local events. Prizes will include two e-readers, two \$50 Amazon gift cards, and a \$500 grand prize.
- c. **Storage room:** Helping Hands needs space for Christmas boxes by December 7; board members will rearrange / organize the space before that date.
- d. **Post Office Box:** Tami recommended renting a dedicated Post Office box for library mail, particularly to streamline the bill-paying process. Motion by Ann Petersen, second by Jenni to rent a mailbox provided the cost does not exceed \$100/yr. Motion carried. (Unanimous)
- e. **Library Director Want / Need List:** Michael asked Tami to email the Board when she needs materials / supplies between meetings, to expedite having those needs met.

IX. **Other Business**

- a. **Sloan Library event:** Sloan Library plans to host a program featuring a ventriloquist and a 'talking dog' November 18
- b. Tami will advertise the event at our library, as well, once the program is booked.

X. **Next meeting agenda items**

- a. Board education

b. Strategic planning

c. More policies

d. Due to the Thanksgiving holiday, our next meeting will be November 14 at 5:30 PM.

We will NOT meet in December.

XI. Adjournment

Motion by Shannon, second by Ann to adjourn at 6:25 PM. Motion carried. (Unanimous)

Respectfully submitted,

Deb Collins