

**SERGEANT BLUFF LIBRARY**  
**Board Meeting Minutes**  
**November 14, 2018 5:30 PM**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
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 Jane Schaar to approve agenda. Motion carried.  
(Unanimous)

III. **Approval of the Minutes**

Motion by Jane, second by Jenni McCrory to approve minutes of the 10.17.18 regular meeting. Motion carried. (Unanimous)

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

- a. Tami Coil reported expenditure of \$34 for office software
- b. Motion by Jane, second by Jenni to approve expenditure. Motion carried. (Unanimous)
- c. Treasurer’s report from the City of Sgt. Bluff was shared via email. Motion by Shannon Maier, second by Ann Petersen to approve treasurer’s report. Motion carried. (Unanimous)

V. **Public Forum** -None

VI. **Librarian’s Report / Comments**

- a. Door count of 247 for October
- b. More books and most DVDs have been added to Atrium
- c. Tami will take over volunteer shifts for Pat Ruba and Barb Maxfield while gone for winter unless/until additional volunteers can be found
- d. Tami completed and submitted first annual survey to the State Library
- e. Tami needs vector image of SBPL logo to complete website; Michael will convert image for her

VII. **Unfinished business**

- a. **Volunteer luncheon:** Postponed to April to better meet volunteers’ schedules

- b. **Library T-shirts:** Now available for purchase
- c. **Basket auction:** Baskets due Mon., November 26 (or sooner); will be stored on tables in storeroom and moved to Family Center for Winter Fest. Ann proposed a grab bag fundraiser; she's prepared gift bags / boxes with small stuffed bears and Christmas boxes. Bags will be sold for \$5/ea at Winter Fest.
- d. **Puzzle Raffle:** Tami has trained volunteers to sell puzzle pieces at library; will continue to sell pieces at Winter Fest and potentially at other local events. Drawing for grand prize (\$500) will be held at a spring Open House, when Tami will demonstrate digital checkout and students may sign up for summer programs at library. Tami will set date for spring Open House.
- e. **Storage room items:** Michael notified Brent Brown that tables and chairs need to be moved by Dec. 7 to accommodate Helping Hands Christmas efforts.

**VIII. New Business**

- a. **Workman's Comp Insurance for Volunteers:** Liaison Carol Clark said it's not offered by City of Sgt. Bluff. Unless there's a safety hazard involving a location / materials for which the City is responsible (uneven sidewalk, falling ceiling tiles, etc.), an accident would be the responsibility of the individual involved. Tami will check with other local libraries to see how this issue is handled. (\*BOOKSHELVES NEED TO BE BOLTED TO WALLS – Tami will contact Public Works Dep't.)
- b. **Snow/ice removal:** Brent Brown is responsible for snow removal and treating ice in the library parking area; Tami will talk to Brent about timing for both.
- c. **Library parking:** When there are large events at the Family Center, 3 signs will delineate parking spaces reserved for library patrons, including a handicapped parking space.
- d. **Library Wish List:** Carol is on a city committee for donor naming / gifting for larger (\$1000+) donations and requested ideas from library Board. Tami suggested actual library shelving; Board members were asked to bring additional ideas to next meeting.

**IX. Other Business**

- a. **Sloan Library event:** Tami offered tickets to Sloan Library program featuring a ventriloquist and a 'talking dog' November 18
- b. **Library t-shirts:** Available for purchase for \$10.

**X. Next meeting agenda items**

- a. Board education
- b. Tier 1 items
- c. **REMINDER: We will NOT meet in December**

**XI. Adjournment**

Motion by Jane, second by Jenni to adjourn at 5:55 PM. Motion carried. (Unanimous)

Respectfully submitted,  
Deb Collins