

SERGEANT BLUFF LIBRARY
Board Meeting Minutes
February 20, 2019 5:30 PM

- I. Chairperson to call the meeting to order** – Michael Aguirre called the meeting to order at 5:27 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 Jane Schaar, second by Shannon Maier to approve agenda. Motion carried. (Unanimous)

III. Approval of the Minutes

Motion by Jenni McCrory, second by Jane to approve minutes of the 1.16.19 regular meeting. Motion carried. (Unanimous)

IV. Financial report and approval of expenditures

- a. Tami Coil reported expenditures of \$111.90 to Visa for 12 movies and \$80.59 to Baker and Taylor for new books
- b. Motion by Jenni, second by Dale Petersen to approve payment for expenditures. Motion carried. (Unanimous)
- c. Treasurer’s report from the City of Sgt. Bluff was reviewed. Tami Coil reported that funds from raffle ticket sales in February will be included in next month’s report.
- d. Carol Clark reported that the City of Sgt. Bluff has not yet determined an end date for the 28e City-School library agreement; should be decided within a few months. (At that time, a separate library budget will be available monthly.)
- e. Motion by Deb Collins, second by Jane to approve treasurer’s report. Motion carried. (Unanimous)

V. Public Forum -None

VI. Librarian’s Report / Comments

- a. Door count of 149 for January

- b. Tami reported volunteers have been working hard to add books to the electronic catalog; all adult fiction has been catalogued, as well as more non-fiction. Young adult, children's books, and remaining non-fiction should be completed by summer.
- c. Tami will train volunteers in setting up library cards for patrons, as well as checking materials out electronically.
- d. Tami would like two bulletin boards to be used for notes to volunteers and for posting items of interest to patrons; Michael and Mary offered to supply those.
- e. Computers are now online and available for public use; Tami suggested rearranging computer tables to maximize library space. Carol suggested two 4' tables, rather than the two 6' tables currently in the computer area.
- f. It's been difficult to find volunteers to staff Tuesdays (3:00-7:00 PM), and very few patrons have been using the library on Tuesdays.
 - 1. Board determined the library should be closed on Tuesdays until we have volunteers to staff the hours, as well as better weather and / or increased patronage.
 - 2. Tami will update hours on the library's Facebook page.
 - 3. Michael will contact the high school counselor to see if student volunteers would be available to work in teams

VII. Unfinished business

- a. **Raffle update:** 129 tickets have been sold to date, for a total of \$645.00
 - 1. Tami recommended displaying the partially-completed puzzle on a table in the library and adding pieces as more are sold, allowing patrons to see progress; photos could also be posted on Facebook page as a visual representation of progress toward our \$1000 goal.
 - 2. Michael will provide foam board for puzzle assembly.

VIII. New Business

- a. **Open Meetings Law / E-mails:** Board was reminded that it's illegal to email about any issue that should be discussed in a public forum (i.e., issues that require decisions); updates and general information items are acceptable.
- b. **Board member vacancies / applicants:** Robyn Morris, Patrick Tisher, and Shari Kiple are interested in serving; Robyn has her application, and Patrick and Shari will be notified that they can pick up applications at the library.

IX. Other Business

- a. **Overview of strategic planning:** Tami offered Bonnie McKewon as a resource to guide the board in determining the library's strengths, weaknesses, opportunities, and threats. She would present and organize two 1.5-hr strategy sessions, outside of regular board meetings. Tami will contact Bonnie to determine potential meeting dates / times.
- b. **Remodeling plan:** Carol reported that the city has received two bids for the remodeling of the library space; she expects this to be an action item this summer.
- c. **Summer programming:** Mary Torgerson reported that the Star Lab is scheduled for space-themed summer library programming.

1. Star Lab will be shared with the Summer Recreation program; local daycares, etc., will also be invited to attend.
 2. Instructor John Hensley will assist Mary in set-up and use of the Star Lab.
 3. ALL summer programming will be held at the library, beginning summer 2019; Mary and Jenni will speak with Primary school principal Kelly Adams about the change. Mary will also notify students and parents at the school's spring Fun Night.
- d. **Website update:** Tami is working on it; should be finished by next month. Library website needs to be linked to city website.
 - e. **Budget:** Projected to be approximately \$8000 for fiscal 2020
 - f. **Future library events:** Discussed possible programs the library could offer in the future (story time on Saturdays, tech instruction, crafts, juggling, book club, etc.) Tami will poll patrons on Facebook to determine interests.
 - g. **Periodicals:** Board directed Tami to order a library subscription for the Sgt. Bluff Advocate
- X. **Next meeting agenda items**
- a. Board education
- XI. **Adjournment**
- Motion by Jane, second by Jenni to adjourn at 6:20 PM. Motion carried. (Unanimous)

Respectfully submitted,
Deb Collins