

Meeting of the Sergeant Bluff Library Board of Trustees

2.21.18

- I. Call to order: Vice chairperson Michael Aguirre, 4:29 PM
- II. Roll call
 - a. Directors present - Michael Aguirre, Jane Schaar, Deb Collins, Shannon Maier, Dale Petersen
 - b. Directors absent – Ann Petersen (excused)
 - c. Advisers present – Collin Schaar, Michelle Colvert
 - d. Council liaison – Carol Clark
 - e. Guest – Barb Maxfield
- III. Approval of minutes from Board meeting 1.17.18
 - a. Motion to approve minutes: Jane / second: Shannon
 - b. All ayes; motion carried
- IV. Approval of agenda
 - a. Dale suggested prioritizing / limiting agenda items in future to allow better in-depth discussion of a limited number of items and accomplish meetings in one hour; board could vote to extend meeting time if more than one hour is needed, but would still need a quorum to vote on action items. Michael will draft amendment to our by-laws to reflect this plan and bring it to next board meeting.
 - b. Motion to approve agenda: Deb / second: Dale
 - c. All ayes; motion carried
- V. Financial report and approval of expenditures
 - a. Motion to approve financial report: Dale / second: Jane
 - i. Deposits: \$100 (two \$50 donations)
 - ii. Debits: \$700 (new books / DVDs)
 - iii. Current balance: \$2680.75
 - iv. All ayes; motion carried
 - b. Motion to approve initial purchase of books and DVDs (\$700): Michael / second: Deb
 - c. Motion to approve monthly book and DVD purchases, using bank Visa cards:
 - i. Discussion of Visa bank cards vs checks or cash for purchases
 - ii. Need to specify a limit for approved monthly purchases of materials
 - iii. Shannon and Mary will present list of suggested materials at March board meeting for purchase in April, including estimated cost of those purchases; motion to purchase will include dollar amount that the purchase may not exceed
 - iv. Add “New Materials Acquisition” to future agendas as action item
 - v. Discussion: May one board member purchase gift cards in amounts > \$50, since by-laws state two signatures are required on checks for purchases >\$50?
 1. Motion to table protocol for using bank Visa cards for purchases, pending further discussion, until March meeting: Dale / second: Michael
 2. All ayes; motion carried
- VI. Public forum

- a. Guest Barb Maxfield requested we save any children's books we don't need for Mercy Hospital's 'busy bags' program for children visiting the hospital
 - b. Library liaison Carol Clark reported she and City administrator Aaron Lincoln met with Sup't. Rod Earleywine concerning transition from city/school library to public library in 2023
 - i. Mr. Earleywine approved TLP using portion of city funds currently earmarked for city/school library, beginning July 2018
 - ii. 20% of City funding (\$4000) will be directed to TLP this year, with an additional 20% each successive year until all City funds are directed to TLP in 2023
 - 1. 2018 - \$4000
 - 2. 2019 - \$8000
 - 3. 2020 - \$12,000
 - 4. 2021 - \$16,000
 - 5. 2022 - \$20,000
 - iii. Funds may be used for salaries as well as purchases (books, audiovisual equipment, technology, furnishings, etc.) at the discretion of the Board
- VII. Sloan Library visit
- a. Tami Coil (Sloan librarian) provided a tour of Sloan Library facilities
 - b. Sloan Library would like to collaborate with TLP on a Splash Pad fundraiser in the spring; more information will be provided as they research the possibility
- VIII. Old Business
- a. ACT/SAT preparation course
 - i. Tabled until March Board meeting
 - ii. Michael is meeting with WIT to see if we can use their affiliation with EdToGo to offer a certified class; more information at next Board meeting
 - b. Fundraising update
 - i. Dale met with Aaron Lincoln to discuss possibility of establishing a 501(c)(3) status for a library foundation
 - ii. Fundraising could be done through the foundation (i.e., raffles, etc.)
 - iii. Dale contacted local attorney Lindsey Buchheit – cost to establish non-profit status would be approximately \$500
 - iv. Board members could also serve as foundation members
 - v. Will discuss further at next Board meeting
 - c. Volunteers / hours of operation
 - i. Deb has March / April volunteers for Tuesday evenings nearly scheduled; will provide calendar when complete
 - ii. Agreed to maintain current hours of operation for now; will need to continue to discuss how to get more input on most convenient hours for patrons / ways to attract more patrons
 - d. Network access update
 - i. Network and wireless access are in place
 - ii. Two laptops will be mainly for administrative use for now as scanners are used to establish inventory in Tiny Cat system
 - iii. Mary and Shannon are entering materials in Tiny Cat system to create inventory, beginning with new books / DVDs purchased this month
 - e. Library and Board technology policy

- i. Will need more computers; discussed options for purchasing used computers from city or Michael's company as theirs are replaced
 - ii. Will need signage outlining rules for computer usage
 - iii. Obtained example of usage rules from Sloan Library
 - f. Decision process between Board meetings
 - i. Michelle Colvert: Can't discuss business issues via group emails because it constitutes illegal quorum
 - ii. Dale: If Board is polled via email, members must reply individually to the sender and the subject must be an action item for next Board meeting
 - g. Board vacancy
 - i. Michael posted information about vacancy on Sgt. Bluff Community website
 - ii. Resident Greg Sample replied and is completing / submitting application form to City; if approved, his would be a 4-year term to replace Max Boustead
- IX. New business
 - a. Library signage needs
 - i. Board chose design for foam signs for two entrance doors to TLP; Michael will order them
 - ii. Board requested that Mary and Shannon provide Michael with signage needed for different genres of books / AV materials; he'll arrange for printing
 - b. TLP physical space
 - i. Motion to authorize purchase of two replacement chairs for main room of library: Deb / second – Dale
 - ii. Michael is authorized to spend up to \$200 to order two chairs from Shopko; estimated cost is \$80 / chair
 - iii. All ayes; motion carried
- X. Next meeting agenda items (Wed., March 21, 5:30 PM)
 - a. Michael: Draft of amendment to by-laws regarding limiting agenda items / meeting time (with extensions as needed)
 - b. Finalize policy for use of Visa bank cards for TLP acquisitions
 - c. Tiny Cat training for Board members and volunteers
 - d. Michael: update on ACT / SAT preparation course (collaboration with WIT)
 - e. Shannon / Mary: Proposal for new materials acquisitions for April
 - f. Dale: Additional information about potential 501(c)(3) status
- XI. Adjournment
 - a. Motion to adjourn – Jane (6:22 PM) / second – Shannon
 - b. All ayes; motion carried

Respectfully submitted,
 Deb Collins