

Meeting of the Sergeant Bluff Library Board of Trustees

3.21.18

- I. Call to order: Chair Ann Petersen, 5:30 PM
 - a. Roll call
 - i. Directors present – Ann Petersen, Michael Aguirre, Jane Schaar, Deb Collins, Shannon Maier, Dale Petersen
 - ii. Directors absent – none
 - iii. Advisers present – Collin Schaar, Mary Torgerson
 - iv. Council liaison – Carol Clark
 - v. Guests – Barb Maxfield, Sue Sappingfield (volunteers)
- II. Approval of minutes from Board meeting 2.21.18
 - a. Motion to approve minutes: Michael / second: Shannon
 - b. All ayes; motion carried
- III. Approval of agenda
 - a. Motion to approve agenda: Deb / second: Jane
 - b. All ayes; motion carried
- IV. Financial report and approval of expenditures
 - a. Motion to approve financial report: Michael / second: Dale
 - i. Current balance: \$2680.75
 - ii. All ayes; motion carried
 - b. Bill for new chairs (\$190) will be submitted this month
 - c. Supplies needed: coffee pods; Shannon will donate
- V. New Materials Acquisition
 - a. Mary presented media purchase proposal for March / April
 - i. Motion to allocate \$3600/yr for total media expenditures, with monthly purchases from March – June 2018 not to exceed \$300/month: Shannon / second: Jane
 - ii. All ayes; motion carried
 - b. Method of payment for media purchases
 - i. Michael drafted policy for TLP after reviewing City policy sent to TLP Board; members need to review and discuss at April meeting
 - ii. Prepaid gift cards will be used for March / April media expenditures
- VI. Public Forum
 - a. Mary Torgerson shared schedules for summer library activities based on two calendars, one using the school facilities and the second using TLP space
 - i. Sup't. Earleywine supports either option
 - ii. Proposed hours for different age groups
 - a. Tuesdays 10:0-11:00 (2-6 yrs)
 - b. Thursdays 10:00-11:00 (7-11 yrs)
 - c. Fridays 11:00-12:00 (Middle and High School will alternate)
 - d. Saturdays 12:00-2:00 (regular TLP hours)
 - iii. Sign-up presentation for summer programming May 17 at Elementary bldg
 - iv. Will send sponsor letters to local businesses to purchase food, incentives, grand prizes

- v. Programs and guest speakers scheduled for different age groups
 - vi. Potential fundraising activities with Barnes and Noble
 - a. Book signing April 14 (Patrons purchasing books and mentioning TLP earn us percentage of sales in form of gift card)
 - b. Book Fair (Patrons purchasing books and mentioning TLP earn us percentage of sales in form of gift card)
 - vii. Motion to accept summer library programming moving to TLP: Michael / second: Deb
 - viii. All ayes; motion carried
 - b. Barb Maxfield (TLP volunteer and applicant for TLP Board of Directors) requested description of Board responsibilities
 - c. Robin Morris (Monday AM TLP volunteer) requested local newspaper for patron use; rather than purchase subscription, Petersens will donate their Sioux City Journal daily and request a copy of the SB Advocate
- VII. Reports: Director / Others – NONE
- VIII. Old Business
- a. ACT/SAT Preparation Course
 - i. Michael and Carol will meet to determine scheduling, location, etc.
 - ii. Coursework will be through WIT (online registration and curriculum with instruction provided through EdToGo program)
 - iii. Michael to confer with SBL IT department (Nate Curtis, Dustin Cleveland) to ensure program compatibility with school-issued computers
 - iv. Michael to confer with SBL guidance counselor (Chris Zarkos) to determine student interest
 - b. Fund raising update
 - i. Dale reviewed reasons to form a 501C3 to create foundation for capital campaign
 - ii. Motion to proceed with formation of 501C3, with Dale consulting att’y Lindsey Buccheit: Michael / second: Jane
 - iii. All ayes; motion carried
 - c. Volunteer list update
 - i. Discussion of hours of operation to attract patrons: tabled for ongoing discussion
 - ii. Other marketing options
 - 1. Michael will create flyer with appropriate TLP information when Board determines what should be included; provide to students at summer programming presentation
 - 2. Ann would like to plan a Walking Book / Living Library program as a summer TLP activity; discuss further at next meeting
 - d. Network update
 - i. Technology interface
 - ii. TinyCat progress: Mary reported inventory system is working well
 - iii. Barb Maxfield will donate flat screen monitor for use with TinyCat catalog system
 - e. Library and Board Policy
 - i. Computer use policy / availability

1. Michael to draft policy, based on Sloan Library's policy
 - ii. Patron requested computer access
 1. Both RTI tablets ready but need to be secured before public use
 2. Jane will talk to Dave Schaar about lockdown procedure; also need cable locks
 - f. Board Vacancy
 - i. Three candidates have filed applications: Barb Maxfield, Greg Semple, Jenni McCrory
 1. Barb Maxfield – due to extensive volunteer commitments, feels unable to serve as Board member at this time; may reconsider in future, and will continue as volunteer
 2. Greg Semple –no add'l information provided on application
 3. Jenni McCrory – SBL elementary principal; detailed several reasons she'd be excited to serve on the TLP Board
 - ii. Motion to recommend Jenni McCrory to Sgt. Bluff City Council for position on TLP Board of Directors: Deb / second: Jane
 - iii. All ayes; motion carried
- IX. New Business
 - a. TLP physical space
 - i. Mary will require storage space for materials for summer programming; may use part of front office
- X. Next Meeting Agenda Items (Wednesday, April 18, 5:30 PM)
 - a. Determine whether or not TLP needs to close in June for additional work on TinyCat inventory before Mary begins summer programming, or whether regularly scheduled weekday hours could continue for patrons (Mon and Wed, 9:00-11:00 AM and Tues, 3:00-7:00 PM)
 - b. Review Michael's draft of policy for payment for media purchases
 - c. Review Michael's draft of policy for patron computer use
 - d. Discuss whether or not city employee currently staffing high school library during public use hours needs to be offered position at TLP
 - e. Discuss possible Walking Book / Living Library program for summer
- XI. Adjournment
 - a. Motion to adjourn at 6:50 PM: Ann / second: Michael
 - b. All ayes; motion carried