

THE LIBRARY PROJECT
Board Meeting Minutes
April 18, 2018 5:30 PM

I. Chairperson / Vice Chairperson to call the meeting to order

Attendee Name	Title	Status
Ann Petersen	Chairperson	Present
Michael Aguirre	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 Dale Petersen, second by Jane Schaar to approve the agenda. Motion carried.
(Unanimous)

III. Approval of the Minutes

- a. Approve 3.21.18 regular meeting and 4.11.18 special meeting
- b. Motion by Jane Schaar, second by Michael Aguirre. Motion carried. (Unanimous)

IV. Financial report and approval of expenditures

- a. Motion by Dale Petersen, second by Jane Schaar, to approve March and April transactions. Motion carried. (Unanimous) Expenditures include water and coffee for TLP (Fareway), office supplies (Staples), reimbursement for purchase of chairs (Michael Aguirre), library materials recommended and approved by TLP Board for March / April purchase (Ann Petersen, with gift cards from Pioneer Bank).
- b. Mary Torgerson stated that she'd focus on junior high and high school recommendations for May / June materials purchases.
- c. Michael Aguirre asked that Board discuss long-term budget at May meeting.

V. Public Forum : None

VI. Board Education Report

- a. Bonnie McEwon presented state standards for public libraries in Iowa
 - i. Standards are necessary for equitable distribution of tax dollars and to provide uniformity of service; they're required by law and document library services to the state. Bonnie explained standards for Tier I, II, and III libraries; TLP must meet state standards for Tier I status before receiving state funds. Libraries report on their progress every 3 years (or sooner, if they've met requirements to advance a tier); accreditation is good for 3 years. Library Boards must

participate in Board Education (3-5 hours /year); may include state director's presentations, local director's presentations, webinars, etc. Tier I libraries must be open at least 10 hours per week (including daytime, evening and weekend hours).

- ii. Tier I libraries are eligible to receive approximately \$1000 + \$0.20/capita funding per year, but this figure is dependent on funds available from state.

VII. Discussion / Action Items

- a. TLP Board welcomed Tami Coil as local library director; next month we will discuss library positions, coverage, and other issues. Tami will have a better idea of budgetary needs at that time and will also outline Board education needs (i.e., handbook with Board responsibilities).
- b. ACT / SAT Preparation Course: Michael Aguirre and Carol Clark developed a handout for the SBL Foundation, detailing requirements for prep course offered by EdToGo through Western Iowa Tech. Students would work independently through a self-paced online course that is video-based with interactive sessions for each lesson and a final exam; the course is offered monthly. Cost is \$165 / student. Carol will share information with SBL Foundation to determine if they'd be willing and able to provide a needs-based scholarship fund for students unable to afford the course. Tami Coil stated that a similar course called LEARNING EXPRESS is offered at no cost through the state library; Tami will send Michael relevant information so he can compare the courses.
- c. Dale Petersen is continuing work on the process to establish a non-profit foundation 501c(3) for TLP; will report next month. All TLP Board members have volunteered to serve on the foundation.
- d. Tami will draft policies regarding computer use / availability and purchase of materials and bring those to the next meeting for Board review.

VIII. New Business (*All items tabled until May meeting)

- a. Review / determine start of summer program and implementation of TinyCat before summer programming begins
- b. Approve part time city/school library employee staffing
- c. Approve process to fill positions
- d. Approve library hours of operation and staffing
- e. TLP physical space (ongoing storage needs; access to restrooms on Saturdays without setting off alarms)
- f. Discuss walking book / living library as a summer program

IX. Adjournment

Motion by Michael Aguirre, second by Jenni McCrory. Motion carried. Meeting adjourned at 7:00 PM.

NEXT MEETING: Wednesday, May 16, 5:30 PM