

THE LIBRARY PROJECT
Board Meeting Minutes
May 16, 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 Michael Aguirre, second by Dale Petersen to approve the agenda. Motion carried. (Unanimous)

III. Approval of the Minutes

- a. Approve 4.18.18 regular meeting
- b. Motion by Dale Petersen, second by Jenni McCrory. Motion carried. (Unanimous)

IV. Financial report and approval of expenditures

- a. Expenditure: \$75 to Carroll Public Library for 5 book spinners; motion by Dale Petersen, second by Deb Collins to approve payment. Motion carried. (Unanimous)
- b. Tami Coil is working with Jason Kvidera (City of Sgt. Bluff) to separate City Library budget from School Library budget; combined budget is attached.

V. Public Forum : None

VI. Librarian's Report / Comments

In future, this will include number of patrons utilizing library as well as a report of materials checkouts

VII. Discussion / Action Items

- a. Fundraising
Ongoing discussion of puzzle piece fundraiser and potential trivia night; Tami Coil suggested if necessary, the TLP Board could apply for a permit to hold a raffle prior to receiving 501c(3) status, since our application hasn't yet been approved by the state. Board talked about the possibility of connecting the puzzle fundraiser to Pioneer Valley Days and/or the SBL Alumni Banquet; more discussion needed at next meeting.

VIII. New Business

- a. Tami Coil presented drafts of library policies for review and discussion; she will make minor edits before the Board adopts them:
 - i. Circulation Policy
 - ii. Collection Policy
 - iii. Computer Policy
 - iv. Behavior Policy
 - v. Emergency Policy
- b. FY19 Annual Budget - tabled until June meeting
- c. Circulation System (Atrium): cost will be \$1700/year for first three years; tabled until Board receives City monies in July
- d. Book spinners: Special thanks to Michael Aguirre for arranging and donating delivery through Claeys Bros Moving and Storage
- e. Farmer's Market Booth: Could be used for book sales as well as to collect donations, distribute information about library hours and summer programming, special activities, wish lists, etc.
 - i. Farmer's Market will be open Wed 4-7 and Sun 10-3; Board would like to have a table available once per week
 - ii. Ann and Dale Petersen will staff it Wed, June 6
- f. Volunteers / paid staff from school:
 - i. Mary Torgerson will be speaking with Jean Burnham regarding whether or not she wishes to continue in her position as library associate, moving forward with the change to a City Library.
 - ii. Tami Coil has spoken with most of the TLP volunteers and is arranging schedules

IX. Other Business: None

X. Next Meeting Agenda Items

- a. Board Education
- b. Strategic planning
- c. Policies

XI. Adjournment

Motion by Dale Petersen, second by Shannon Maier. Motion carried. Meeting adjourned at 6:40 PM.

NEXT MEETING: Wednesday, June 20, 5:30 PM