

**THE LIBRARY PROJECT**  
**Board Meeting Minutes**  
**June 20, 2018 5:30 pm**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Ann Petersen	Chairperson	Present
Michael Aguirre	Vice Chairperson	Present
Deb Collins	Director	Absent
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, second by Jenni to approve the agenda. Motion carried. (Unanimous)

**III. Approval of the Minutes**

- a. Approve 5.16.18 regular meeting
- b. Motion by Dale, second Michael Motion carried. (Unanimous)

**IV. Financial report and approval of expenditures**

- a. No Expenditures
- b. Treasurer’s report motion by Dale, second by Michael to approve. Motion carried (Unanimous)

**V. Public Forum**

- a. ACT Prep will be discussed by SBL Foundation. No action for TLP at this time.
- b. Website for the state of Iowa will be available in the next month.

**VI. Librarian’s Report / Comments**

- a. Tami reported an increase in patronage 15-20 per day
- b. Tami reported she will begin purchasing books, setting up book vendors for when a circulation system is purchased.
- c. Good turnout for summer reading programs. Middle school book club has started as well with good turnout.
- d. It was discussed that Tami provide a report to Carol for the City Council meetings OR Tami may attend if available.

**VII. Discussion / Action Items**

- a. Approval of Policies: Amendments raised by Michael, Mary and Ann. A motion by Dale, second by Michael to approve all amendments. Motion carried (Unanimous) Motion

by Dale, second by Jane to approval all policies with amendments. Motion carried. (Unanimous)

- b. Tami reported the Circulation System Atrium will be ordered tomorrow Thursday covered by the checking account \$1755 for one year. Motion by Jenni, second by Ann to approve purchase. Motion carried. (Unanimous)
- c. Fundraisers: Discussed if the fundraiser would be done by Foundation or Library Board. The Board discussed it was logical to run the Puzzle fundraiser through the Foundation. Dale has an action to speak to Michelle Colvert regarding funneling of fund raising dollars through Foundation vs. Library Board and how dollars are tracked through our checking account. Board discussed to kick off the Puzzle Fundraiser during Pioneer Valley days-1,000 piece puzzle at \$5 apiece. Fundraising letter was discussed, Ann recommended the letter should be noted as from the Library board vs. Library Director. We need to get this out to the businesses as soon as possible. Motion by Ann, second by Dale pending approval by Board of the final draft. Motion carried. (unanimous)  
Discussed as a Board we would like to do Literary Baskets again in December at the Winter Festival, more discussion.
- d. Farmers Market Booth: Discussed the Board will hold off until after July 4<sup>th</sup>, to have a Library table at the Farmer's markets on Sunday. Recommended to start at 12:00 pm Noon – 3:00 pm.

**VIII. New Business**

- a. Request by Carol to change day/time of our monthly Board meetings, due to other meeting conflicts. Action for the board to send Tami day/time recommendations.
- b. Holiday schedule: Tami discussed setting holiday schedule and she will bring that back to the board on the holiday schedule.
- c. Charging stations: Mary suggested having a charging station at TLP, the National Air Guard may donate one to TLP. Action for Shannon to reach out to the Guard.
- d. Library hours/volunteers: We currently have over 22 volunteers. Tami is asking all volunteers to find their replacement if they cannot cover their scheduled shift. Tami is getting the calls and emails when a volunteer can't cover and this is taking more time for Tami. Tami recommended we send out a survey on the City website or Facebook to get feedback for permanent Library hours. Tami has the action to put together survey questions and recommendation to the Board and will review at the July meeting.
- e. New Logo: Tami recommended we need to have a new log now that we are officially the Sergeant Bluff Public Library. We are not the project anymore, rather the Public Library. Michael and Tami to come up with 3-4 designs for July meeting.
- f. Tier status deadline: Tami reported Tier 1 status is due February 28, 2019. The Library has reached several of the items for Tier 1 status.

**IX. Other Business: None**

**X. Next Meeting Agenda Items**

- a. Strategic plan for long term library expansion
- b. Pioneer Valley Days Puzzle Fundraiser kick off
- c. Permanent Library hours

- d. Close out ACT prep class
- XI. **Adjournment**
  - Motion to adjourn Dale second by Michael . Motion carried. (Unanimous) Meeting adjourned at 6:41 PM.

**NEXT MEETING: Wednesday, July 18, 5:30 PM**

Submitted Respectfully,  
Jane Schaar