

**SERGEANT BLUFF LIBRARY**  
**Board Meeting Minutes**  
**July 18, 2018 6:00 PM**

- I. **Chairperson / Vice Chairperson to call the meeting to order** – Ann Petersen called meeting to order at 5:59 PM

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
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	Absent

II. **Approval of the Agenda**

Motion by Dale, second by Jane to approve agenda. Motion carried. (Unanimous)

III. **Approval of the Minutes**

- a. Approve 6.16.18 regular meeting
- b. Motion by Dale, second by Jenni to approve minutes. Motion carried. (Unanimous)

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

- a. Expenditure of \$149.82 for materials to cover books: motion by Jenni, second by Michael to approve expense. Motion carried. (Unanimous)
- b. \$41 earned from used book sales during Farmers’ Market
- c. \$500 donation received from Chris and Marv Pottebaum for Atrium system; Tami will send official note of thanks
- d. Motion by Dale, second by Michael to approve financial report. Motion carried. (Unanimous)

V. **Public Forum** -None

VI. **Librarian’s Report / Comments**

- a. Tami reported approximately 80 patrons since purchase of counter earlier this month
- b. Atrium circulation system has been purchased and books are being entered, as well as patrons
- c. Public computers will be available for use when Michael purchases secure cables for them; three desktop computers will be delivered from school libraries as soon as we have space for them. At this time, laptops will be used for administrative use and desktops will be for public use.

VII. **Discussion / Action Items**

- a. **Fundaisers:** Ann recommended a pie and ice cream social held at the library in conjunction with Pioneer Valley Days; purpose would be to raise public awareness, attract more patrons, and sell pieces of the fundraiser puzzle. Board members will donate pies to be sold at \$3/slice or \$4/slice with ice cream. Puzzle fundraiser will be promoted (“Help us put the pieces together”) with puzzle pieces sold for \$5/piece. Jenni recommended participation in Pioneer Valley Days parade in support of both efforts; Mary suggested students currently in summer book clubs as parade participants. Carol suggested freebies be given out. Board determined that children could come in for a free “new to you” book after the parade. Jenni will create stickers to attach to the back of library bookmarks for distribution during the parade.
- b. **Library Images:** Michael designed several logo options; Board chose an open book with rainbow-colored pages to be used as official Sergeant Bluff Library logo, going forward

**VIII. New Business**

- a. **New officers:**  
 Deb nominated Michael for Chairperson; second by Jenni  
 Michael asked if Ann would serve as Vice Chairperson; she agreed  
 Dale nominated Deb to continue as Secretary; second by Michael  
 Dale made motion to cease nominations; all officers elected unanimously
- b. **Used book sales at farmer’s market:** Board decided not to continue this; when more space is available at Library location, table of used books will be offered for sale
- c. **Charging station:** Shannon reported charging station will be provided by Jerry Anderson, a recruiter for the 185<sup>th</sup> Air Guard. It won’t be permanent but monitoring its use will help us know if it would be useful to purchase one at a later date.
- d. **Scheduling Board meetings:** We will NOT meet in December and going forward, may also skip a July meeting
- e. **Fall Library schedule:** Tami’s online poll indicated patrons prefer afternoon / evening hours during the week and either mornings or afternoons on Saturday. Tami will email volunteers to see if they’d be willing / able to commit to a more consistent schedule (i.e., each Tuesday evening for a month, rather than once every 4-6 weeks, etc.) Volunteer availability will help determine fall schedule.

**IX. Other Business: None**

**X. Next Meeting Agenda Items**

- a. Board education - Strategic Planning: “Trustee Trouble – Planning” (10-min video)

**XI. Adjournment**

Motion by Jenni, second by Dale to adjourn at 6:55 PM. Motion carried. (Unanimous)

**NEXT MEETING: Wednesday, August 22, 2018 6:00 PM**

Respectfully submitted,  
 Deb Collins