

SERGEANT BLUFF LIBRARY
Board Meeting Minutes
August 22, 2018 6:00 PM

- I. **Chairperson / Vice Chairperson to call the meeting to order** – Ann Petersen called meeting to order at 5:35 PM

Attendee Name	Title	Status
Michael Aguirre	Chairperson	Absent
Ann Petersen	Vice Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Absent
Jenni McCrory	Director	Present
Dale Petersen	Director	Present
Jane Schaar	Director	Present
Tami Coil	Library Director	Present
Carol Clark	City Council Liaison	Absent
Mary Torgerson	Adviser	Absent
Collin Schaar	Adviser	Present

II. **Approval of the Agenda**

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

III. **Approval of the Minutes**

- a. Approve 7.18.18 regular meeting
- b. Motion by Dale, second by Jane to approve minutes. Motion carried. (Unanimous)

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

- a. Expenditures of \$56.91 for books and \$17.01 for library: motion by Dale, second by Ann to approve expenses. Motion carried. (Unanimous)
- b. Financial report was reviewed; current balance is \$2738.86

V. **Public Forum** -None

VI. **Librarian's Report / Comments**

- a. Tami reported approximately 425+ patrons in July
- b. 400 books have been added to Atrium circulation system
- c. DVD covers for checkout have been prepared
- d. Book drop was donated by Sioux City Library and delivered to us by Eran Collins of Dakota Moving; Tami will cut vinyl lettering to denote our library
- e. Donations currently accepted: teen books, children's movies, newer fiction

VII. **Unfinished business**

- a. **Fall hours:** Tami has 4 new volunteers and would like to add at least one more evening per week to the schedule (Thursday); prefers to have two people working evening shifts, and Board concurred. Proposed schedule beginning in September:

Mon 9-1, Tues 3-7, Wed 9-1, Thurs 3-7, Fri 9-1, Sat 12-2

- b. **Pie and puzzle fundraisers:** Puzzle fundraiser netted \$230 during our Pioneer Valley Days event, and pie sales added \$300. We also received a \$500 donation. Discussion regarding how to best advertise puzzle fundraiser going forward; Collin and Dale will provide information during the CommCon event on August 28.

VIII. New Business

- a. **Organizing children's area:** Tami and Deb and other volunteers have been working on sorting books and removing damaged / duplicate / outdated ones. Tami would like to purchase bins to continue organizing this area. Motion by Dale, second by Jenni to approve purchase of bins, not to exceed \$200; motion carried. (Unanimous)
- b. **Friends of the Library Foundation:** Discussion regarding whether or not foundation was necessary at this time; Tami advised that we could apply for grants and do other major fundraising WITHOUT a foundation, so it was decided to table action on it at this time and focus our efforts on growing our library facilities and usage. We have an outstanding bill from Lindsay Buchheit, attorney, for her role in creating the foundation. Motion by Dale, second by Ann to pay this bill from library funds; motion carried. (Unanimous) Dale will visit with Lindsay about suspending creation of the foundation at this time; may revisit it at a later date.

IX. Other Business: Board Education

- a. Tami addressed the Board regarding the roles of Board members and the Library Director:
 - 1. Board members are responsible for attending board meetings, formulating policies, advocating for the library in the community, and meeting with City Council when needed. All board members are equally responsible for actions of the Board, regardless of whether or not they hold office.
 - 2. The Library Director should handle all financial transactions, enforce policies as directed by Board, suggest fundraisers as needed and develop a plan with the Board to execute such fundraisers.
- b. Tami completed the application process and was approved for Tech Soup (deeply discounted tech software sales); will purchase Microsoft Office for \$35 for library computers.

X. Next meeting agenda items

- a. Board education
- b. Strategic planning
- c. More policies

XI. Adjournment

Motion by Jane, second by Jenni to adjourn at 6:27 PM. Motion carried. (Unanimous)

NEXT MEETING: Wednesday, September 19, 2018 6:00 PM (Determine at next meeting whether 5:30 or 6:00 works best for the majority, going forward, and whether Wednesdays are most convenient.)

Respectfully submitted,

Deb Collins