

**SERGEANT BLUFF LIBRARY**  
**Board Meeting Minutes**  
**September 19, 2018 6:00 PM**

- I. **Chairperson to call the meeting to order** – Michael Aguirre called meeting to order at 5:55 PM

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Aguirre	Chairperson	Present
Ann Petersen	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 Ann, second by Jane to approve agenda. Motion carried. (Unanimous)

III. **Approval of the Minutes**

- a. Approve 8.22.18 regular meeting
- b. Motion by Dale, second by Ann to approve minutes. Motion carried. (Unanimous)

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

- a. Tami reported on the expenditures. Expenses included laminate book covering and Amazon. \$476.33
- b. Motion by Dale, second by Ann to approve the expenditures. Motion carried. (Unanimous)
- c. No treasurers report, Tami will send out later this week.

V. **Public Forum** -None

VI. **Librarian’s Report / Comments**

- a. Door count of 324 for August. September will likely be less since we were closed for a week.

VII. **Unfinished business**

- a. **Children’s area:** Book bins are set up and children’s area sorted.
- b. **Board Education:** Tami discussed how we are at Tier 1 status. Board discussed possibility of watching videos on our own time, to save time during the meetings. Tami presented a video for board education.
- c. Dale is working with Aaron (City Administrator) to ensure Buchheit Law is paid for her services. Dale will send a thank you note to Lindsay for the work done on the creation of our foundation.

**VIII. New Business**

- a. Library space reorganization:** The front room has been cleaned and reorganized. Many volunteers helped. A lot of man hours were put in. Very grateful to all the volunteers that helped. Still need to find a desk for the front area.
- b. Punch list of remaining items:** Tami would like one white board behind the wall in the front area. Also we would like 2 small bulletin boards for community information and for library news. We need replacement signs with the new logos.
- c. Adobe Photoshop Illustrator:** Tami researched to get the Adobe suite of software for \$238.88 per year, Tami is proposing to split between Sloan and Sergeant Bluff Libraries. Tami would use this to design posters and t-shirts, website updates. Michael to do some research to see if there is anything cheaper that can still meet Tami needs. Motion made by Jenni to approve the purchase the software for \$120, second by Deb. (If Michael cannot find something cheaper)
- d. Volunteer recognition:** Tami recommends we do a recognition program for our volunteers, would like to do something around the holidays. Michael to look at price options for ordering 50 t-shirts. Carol is checking on option for a city lunch for volunteer recognition.

**IX. Other Business:**

**X. Next meeting agenda items**

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

**XI. Adjournment**

Motion by Dale, second by Jenni to adjourn at 6:30 PM. Motion carried. (Unanimous)

**NEXT MEETING: Wednesday, October 17, 2018 5:30 PM**

**OPEN MEETING - PUBLIC INVITED TO ATTEND**

Respectfully submitted,  
Jane Schaar