

SERGEANT BLUFF PUBLIC LIBRARY

Board Meeting Minutes

April 19, 2023 5:30 PM

- I. **Call the meeting to order** –Board President Michael Aguirre called the meeting to order at 5:30 PM.

Attendee Name	Title	Status
Michael Aguirre	Board President	Present
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Present
Jane Schaar	Director	Present
Andrea Johnson	City Council Liaison	Absent
Carol Clark	City Council Liaison	Absent

I. **Approval of the Agenda**

Motion by Deb Collins, seconded by Jenni McCrory, to approve the agenda. Motion carried. (Unanimous)

II. **Approval of the Minutes**

Motion by Jenni McCrory, seconded by Deb Collins, to approve minutes of the 04.19.2023 meeting.
Motion carried. (Unanimous)

III. **Financial Report and Approval of Expenditures**

- a. Board reviewed Library financial report from the City with questions addressed.
- b. Board President Michael Aguirre reported line-by-line break down of all expenditures for the month of April.
- c. Total April expenditures: **\$917.96**
- d. Motion by Jenni McCrory, seconded by Jane Schaar, to approve April expenditures.
Motion carried. (Unanimous)

IV. **Public Comment**

- a. Thank you to everyone in the meeting, for all the efforts and hard work during this time of transition. It has been greatly appreciated.
- b. Thank you to Barb Maxfield’s family for the DVD, VHS, Music CD, and shelf donations.

V. **Librarian’s Report / Comments**

- a. Door count **424 for April.**
- b. Michael Aguirre reported a line-by-line break out of the Books, DVDs, and Bridges, Magazine and WhoFi checked out.

VI. **Unfinished Business**

- a. Meeting Room Reservation and Use Policy
 - i. The approved meeting room use policy has been posted on our website.
 - ii. Deb Collins will download a copy of the Park and Rec form and draft a form for the Library. Board will review at the next meeting.

- b. Fundraiser Options
 - i. The Board has decided to table fundraisers until the fall. We will be settled with a new Library Director.

VII. New Business

- a. Interim Library Operations
 - i. The Board reviewed the final FY 23-24 budget, which has been approved by the City.
 - ii. Staffing has been well covered during this transition. Volunteers and part time staff have worked very well together. We are losing Amy for the summer months, until school starts again. We have a couple more volunteer names we can reach out to once a new Library Director is hired.
- b. Summer Reading Program
 - i. On track to kick off as planned. We have received donations from local businesses to cover expenses for the summer reading program.
- c. Upcoming Programs (Q3 July-August-September)
 - i. We have nothing additional lined up for July-September, outside of the kids summer reading program. We are looking at pop up activities for the summer.
- d. Website Updates
 - i. The website is up to date.
- e. Library Director Search
 - i. Checklist has been created. Interview questions are finalized and available for Board review.
 - ii. The City has received 4 Library Director applications. The job posting closes on Friday May 19th.
 - iii. The Board will need to schedule time to review applications. Deb Collins will go through the checklist for each application. The Board will meet at **7:45 pm Monday May 22nd** to review applications. The Board discussed possible dates for interviews May 24th and 25th.

f. Board of Directors Term Review and Recommendations
 After discussion, all current board members have agreed to new renewal terms that will be presented to the City Council at their next meeting for re-appointment. Here are the updated board member terms and expiration dates:

i. Michael Aguirre	6 Year Term	Expires June 2029
ii. Shannon Maier	6 Year Term	Expires June 2029
iii. Deb Collins*	4 Year Term	Expires June 2027
iv. Jane Schaar*	4 Year Term	Expires June 2025
v. Jenni McCrory*	4 Year Term	Expires June 2027
vi. Garry Clark**	2 Year Term	Fill until June 2025
vii. Shari Kiple**	2 Year Term	Fill until June 2025

*Upon creation of the Public Library and establishment of the Board of Trustees, special exception term lengths were created to ensure terms did not all expire within the same year. As such, 2- and 4-year terms were established to ensure this.

**Two new board applicants were approved by the board and submitted to the City Council for appointment consideration to fill the remaining 2 years of 6 year terms of board positions vacated in April 2023.

- g. Board of Directors Applications

- i. Applications received from Shari Kiple and Gary Clark. Michael will email both applicants to thank them for applying and inform them their names will be submitted to the City Council for approval.
- ii. Motion by Jenni McCrory, seconded by Deb Collins, to submit Shari Kiple and Gary Clark to the Sergeant Bluff City Council for approval to the Library Board of Directors.

VIII. Special Board Meeting

- a. Library Director application review meeting scheduled for Monday May 22nd at 7:45 pm.

IX. Adjournment

Motion by Jane Schaar, seconded by Jenni McCrory, to adjourn at 6:26 PM.

Motion carried. (Unanimous)

****NEXT MEETING: June 21, 2023, 5:30 PM at the Library****

Respectfully submitted,
Jane Schaar