

**SERGEANT BLUFF PUBLIC LIBRARY**

**Board Meeting Minutes**

**April 19, 2023 5:30 PM**

- I. **Call the meeting to order** –Chairperson Michael Aguirre called the meeting to order at 5:33 PM.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Michael Aguirre	Board President, Chairperson	Present
Deb Collins	Director	Present
Shannon Maier	Director	Present
Jenni McCrory	Director	Present
Robyn Morris	Director	Present
Jane Schaar	Director	Present
Patrick Tisher	Director	Present
Tami Coil	Library Director	Present
Andrea Johnson	City Council Liaison	Absent
Carol Clark	City Council Liaison	Absent

- a. Present from the City of Sergeant Bluff are Jason Kvidera, Danny Christoffers, and Sarah Kleber.

II. **Approval of the Agenda**

Motion by Jane Schaar, seconded by Jenni McCrory, to approve the agenda.

Motion carried. (Unanimous)

III. **Approval of the Minutes**

Motion by Deb Collins seconded by Shannon Maier to approve minutes of the 03.15.2023 meeting.

Motion carried. (Unanimous)

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

a. Board reviewed Library financial report from the City with questions addressed.

b. Tami reported line-by-line break down of all expenditures for the month of March.

c. Total March expenditures: **\$2334.35**

d. Motion by Jane Schaar, seconded by Shannon Maier to approve March expenditures.

Motion carried. (Unanimous)

V. **Librarian’s Report / Comments**

a. Door count **416 for March.**

b. Tami reported a line-by-line break out of the Books, DVDs, and Bridges, Magazine and WhoFi checked out.

c. Tami reported direct state aid form submitted.

d. Tami submitting request to Target for \$500 gift card for Lego program.

e. Tami reported the book drop has been installed and patrons are using it.

f. Tami completed two notaries last week.

g. It is national Library Volunteer week.

h. Tami received an email from Ashley Hansen from the SBL School. Mrs. Hansen’s Marketing Class is working on a promotional commercial for summer book and reading club.

- i. Tami cancelled the floor mat service with Appeara. Michael has purchased replacement mats for both the front and back doors of the Library.
- j. Tami mentioned she'll be providing further training to Teri and Kim on Thursday.
- k. There is a special Earth Day program scheduled for this Saturday.
- l. Tami reviewed the May and June calendar of events scheduled.
- m. Tami has added new genres to our catalog of books.
- n. Tami has requested Public Works to put our spinner together, to pull some books off the shelves to rearrange.
- o. Currently we don't have a telephone jack/line for the fax machine behind the circulation desk. Need to investigate options for Fax.
- p. City personnel are working with Library on site survey for security camera installation.
- q. The Library received another load of large print books and audio, from another Library site in Iowa.
- r. Tami has reached out to the nursing home locally, to offer materials for them.
- s. Tami reported we received several games from Amazon wish list. Library also received donation of games from a local patron. Games are to be used in the library and not taken out.

## **VI. Unfinished Business**

- a. Meeting Room Revised Policy Approval
  - i. Tami corrected a couple typos and the added the per hour rate.
  - ii. Motion by Deb Collins, seconded by Jenni McCrory to approve the Meeting Room Policy. Motion carried (Unanimous)
- b. Fundraiser Option at Wheelhouse
  - i. Rick Maxfield has inquired about the Library Board using the Wheelhouse as an option for a fundraiser. Rick would like to support our fundraiser. We need to follow up for pricing and cost.
- c. Game Night by The Dealt Hand
  - i. Tami received a postcard in the mail from The Dealt Hand out of Des Moines.
  - ii. This is a game night fundraising opportunity. \$65 per hour for hosting. Typically host for 3 hours. \$150 for drive time. Games for all ages, board games, card games.

## **VII. New Business**

- a. Review and approve updated Bylaws
  - i. No changes or additions to the Bylaws from the meeting last week.
  - ii. Motion by Deb Collins, seconded by Shannon Maier to accept the changes to the Bylaws as shared by Board President following special review meeting. Motion carried. (Unanimous)
- b. Approval to Appoint a Library Assistant
  - i. There are currently three (3) part time approved positions with \$10 per hour rate. The City has requested approval of an approved staffing matrix that would give the Library Director approval to post and hire PT Library assistant(s) up to that number without Board and/or City approvals at the pre-approved wage.
  - ii. Motion by Jenni McCrory, seconded by Deb Collins to approve the Library Director to hire up to three (3) library assistants at \$10 per hour.

**VIII. Library Board Closed Session Pursuant to Iowa Code 21.5(1)(i)**

- a. Motion by Deb Collins, second by Jenni McCrory to go into Closed Session Pursuant to Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion Carried. (Unanimous)
- b. Roll call to verify all who are present for Closed Session:
  - i. Board President Michael Aguirre Present
  - ii. Director Deb Collins Present
  - iii. Director Jane Schaar Present
  - iv. Director Jenni McCrory Present
  - v. Director Shannon Maier Present
  - vi. Director Patrick Tisher Present
  - vii. Director Robyn Morris Present
  - viii. Present from the City is Sergeant Bluff City Attorney, Sara Kleber
- c. Motion by Jenni McCrory, seconded by Shannon Maier to leave Closed session and return to Open session. Motion Carried. (Unanimous)

**IX. New Business (Continued)**

- a. Roll Call to resume open session:
  - i. Board President Michael Aguirre Present
  - ii. Director Deb Collins Present
  - iii. Director Jane Schaar Present
  - iv. Director Jenni McCrory Present
  - v. Director Shannon Maier Present
  - vi. Director Patrick Tisher Present
  - vii. Director Robyn Morris Present
- b. Motion by Deb Collins, seconded by Shannon Maier for a Board Vote regarding dismissal and removal of Library Director. (2/3 Board Vote required in accordance with City Code 27.04.3) :
  - i. Board President Michael Aguirre Yes
  - ii. Director Deb Collins Yes
  - iii. Director Jane Schaar Yes
  - iv. Director Jenni McCrory Yes
  - v. Director Shannon Maier Yes
  - vi. Director Patrick Tisher No
  - vii. Director Robyn Morris No
- c. Motion passed with a 5-2 vote to dismiss Tami Coil as Library Director. (2/3 majority vote required)
- d. Motion by Jenni McCrory, seconded by Deb Collins to share Employee Corrective Action Form with Tami Coil. Motion carried. (Unanimous)

**X. Board Education**

- a. Law-Mandatory Reporter status for Library Employees

**XI. Adjournment**

Motion by Jane Schaar, seconded by Shannon Maier, to adjourn at 7:06 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: May 15, 2023, 5:30 PM at the Library\*\***

Respectfully submitted,  
Jane Schaar