

**SERGEANT BLUFF PUBLIC LIBRARY**  
**Board Meeting Minutes**  
**March 15, 2023 5:30 PM**

**I. Call the meeting to order** –Chairperson Michael Aguirre called the meeting to order at 5:32 PM.

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

**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 Shannon Maier, to approve minutes of the 02.15.2023 meeting. Motion carried. (Unanimous)

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

- a. Board reviewed City’s financial report; questions were addressed. Tami explained adding codes to billing for City use.
- b. Tami reported line-by-line breakdown of all expenditures for the month of February.
- c. Total February expenditures: **\$885.65**
- d. City expenditure report still needs a few adjustments; Tami will invite Jason Kvidera to June SBPL meeting to clarify format before budget changes take place in July.
- e. Motion by Jenni McCrory, seconded by Shannon Maier, to approve February expenditures. Motion carried. (Unanimous)

#### **IV. Public Forum (Carol Clark)**

- a. Carol reported that a \$1500 grant from 5-2-1-0 will purchase a water bottle filling station to be installed in the library; Tami has determined an appropriate location. (Michael has also purchased a decorative metal cart to serve as a coffee cart after he refinishes it; will be placed in same area.)
- b. Carol will donate assorted board games and puzzles; Tami said patrons have asked if SBPL would accept them, while others have suggested a family game night.

#### **V. Librarian's Report / Comments**

- a. Door count for February: **470** (a record!)
- b. Tami reported a line-by-line breakout of the books, DVDs, Bridges materials, and WhoFi usage.
- c. Both Anthony Gaul and James Culvert provided a fire inspection for SBPL. Gaul requested a DVD rack be moved to make an Exit sign more visible; Culvert said two Exit signs needed to be relocated. Tami will follow up with City staff.
- d. All doors will be rekeyed to one key; all except the back hall door to the offices will be left unlocked during business hours.
- e. Outreach storytime has been arranged with local daycare facilities.
- f. Saturday storytime has been very popular; will divide into two age groups when more help is available. Will investigate offering two time slots (e.g., 9am for preschool and 1pm for older kids), depending on convenience for parents.
- g. Tami will contact local care centers re: delivering books / audiobooks; will also deliver 10-15 books weekly to the Senior Center.
- h. Tami reported that Phil and Sandy Hamman are still intending to present their book tomorrow evening, pending inclement weather.
- i. Anime club is scheduled to begin March 25; Tami gave Principal Bill McKelvey flyers to post at the Middle School.
- k. Book drop has been delivered; will be installed when weather permits.
- l. SBPL received a large donation of young adult books; Tami will have City staff assemble a spinner for them.
- m. Tami will coordinate with the Senior Center to arrange for several contacts to present information next fall on issues important to senior citizens: estate planning, home healthcare, Medicare, advance funeral planning, etc.

#### **VI. Unfinished Business**

- a. National Library Week (April 23-29): Tami is working on awareness activities
- b. Meeting Room Policy: approval postponed as several questions were raised about the draft Tami presented; policy will be revisited next month
- c. Pizza, Pub and Puzzle Fundraiser: tabled until next fall, due to cost / location / parking issues; Michael will talk to Castle Pub owners to compare with prices offered by Pub 52.
- d. Additional possibilities for fundraisers include Trivia Night (Jenni has contact info) and Game Night (Tami has contact info.)
- d. Subcommittees need to be created (2 volunteers per committee) for policies and fundraising. Personnel committee has already been created. Michael will address this and

request volunteers in a Board email.

## VII. New Business

- a. Appera rugs: Currently used by City Hall; they're somewhat flimsy and create a trip hazard. Rugs are picked up / replaced every two weeks. Cost for SBPL would be approx \$20/mo per rug. We will use these temporarily. Michael thinks we can get 2-3 from Shepherd of Peace Church that are no longer in use; they could be maintained with regular vacuuming and occasional powerwashing by volunteers.
- b. Hotspot grant: 12 grants are available from ALA to provide 5 hotspots and 5 laptops per library. Tami will complete grant application, due April 3.
- c. Reassignment of Mary Torgerson: Tami has spoken to Danny Christoffers and our budget supports adding Mary as another assistant (Saturdays and occasional Thursday evenings) ASAP. Tami will reach out to Mary right away to see when she can begin. When Mary is available, Tami would like to extend Saturday hours to 9am - 3pm.

## VIII. Board Education

- a. Law regarding photographs of patrons attending SBPL events: Tami presented the legal recommendation. Assistants will advise parents if / when photos might be taken during an event, in order for parents to ensure privacy if desired. It's advised that photos focus on the actual events / projects, with photos taken from behind participants or in ways that would prevent individuals from being identified.

## IX. Other Business

- a. Tami shared a photo of an early learning computer station for sale in Colo, IA for \$50. Michael will be in Ames this weekend and will pick it up; Tami will provide address and phone number.
- b. MHRD Grant: We've used our entire allocation.

## X. Adjournment

- a. Motion by Jenni McCrory, seconded by Shannon Maier, to adjourn at 6:33 PM. Motion carried. (Unanimous)

**\*\*NEXT MEETING: April 19, 2023, 5:30 PM at the Library\*\***

Respectfully submitted,  
Deb Collins for Jane Schaar