

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

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

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

I. **Approval of the Agenda**

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

II. **Approval of the Minutes**

Motion by Deb Collins seconded by Jenni McCrory to approve minutes of the 01.25.2023 and 02.06.2023 meetings. Motion carried. (Unanimous)

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

- a. Board reviewed City’s financial report, questions were addressed.
- b. Tami reported line by line break down of all expenditures for the month of January.
- c. Total January expenditures: **\$588.11**
- d. Motion by Jane Schaar, seconded by Deb Collins to approve January expenditures. Motion carried. (Unanimous)

IV. **Public Forum ..No Public Comment**

V. **Librarian’s Report / Comments**

- a. Door count **290 for January**.
- b. Tami reported a line by line break out of the Books, DVDs, and Bridges, Magazine and WhoFi checked out. So far in February we have had 225 patrons
- c. Tami reported the City held a department head workshop. Tami emailed Aaron and Jason the updated budget for FY24 for their city meeting yesterday.
- d. Tami reported that 30 people came to Story Time (20 were kids).
- e. Tami got in touch with Ashley Hanson from the SBL High School. Students from NHS helped with Story Time.

- f. Tami to reach out to the High School and Middle School for Dungeons and Dragons and Anime Club. The first one is February 18th and then one on February 25th. Tami will get posters out for the next scheduled D&D.
- g. Tami will start outreach to Little Lambs in March---first Friday of each month. The March theme will be trees and spring. We are planning for a 20 min story time. Once school is out for the summer, Little Lambs will start coming to the library. Tami still waiting to hear back from Bluff Little Thinkers and Building Blocks. Tami needs to call them.
- h. Tami reported that Phil and Sandy Hamman are local authors in Sioux City and will do a presentation at our library March 16th at 6:00 pm Tami to get advertising out for the presentation event.
- i. Tami to purchase an event calendar white board to show 4 months of events.
- j. Dollar General Grant due February 16th. Tami will submit that tonight.
- k. Tami is working on the American Library association: Rural Accessibility Grant. Due February 28th
- l. Tami ordered 50 books in January, wide variety.
- m. Girl Scouts leader has reached out to Tami to use our conference room.
- n. Tami to provide a list of all the Public Works employees that helped with our move, our board will write Thank You notes.
- o. Board discussed and asked Tami to check with the State Librarian about the use of pictures of kids for social media.
- p. MidStep Services has come twice to clean. We have not received a bill yet. Tami to check with Aaron. We do not know what their cost is to clean.
- q. Tami needs to update the website, showing December book club. Also has links that do not populate data.

VI. Unfinished Business

- a. New Building Progress
 - i. Tami reported that the digital displays and TVs have been installed.
 - ii. Tami reported the key lockbox is installed outside.
 - iii. Tami reported a desk was brought over to her new office.
 - iv. Tami reported remaining open items: book drop, shelving and permanent tables and chairs.
- b. Meeting Room Policy and Contract Draft
 - i. Tami provided samples of meeting room policies from other Libraries. Tami will draft one for our library.
- c. Pizza, Pub and Puzzle Fundraiser
 - i. Tami reported that Pub 52 gave us a cost of \$55 for beer and pizza per team. Pub 52 can hold 32 Teams. We would have \$500 in puzzle cost. We need to investigate other price points. Board discussed we need to set a minimum of \$2,000 in profit to engage in any fundraiser.
- d. Grand Opening Thursday February 16th.
 - i. Cookies will be served. Grand opening all day with Ribbon Cutting at 12:30 pm. Advocate is coming and Siouxland Chamber of Commerce. City hall is closing to attend.

VII. New Business

- a. Bridges Renewal for March \$1353 per year. Jenni McCrory motion to approve, Deb Collins seconded. Motion Carried (unanimous)
- b. **Sub Committees**
 - i. **Need to look at creating committees for policies, fundraising, programs, etc.**
- c. Change to Library Phone Number
 - i. Tami has reached out to LongLines to change our number to 943. Its free to change it. Longlines will coordinate with Tri-View. Tami will make sure the website and advocate has our updated number.

VIII. Board Education

- a. Peoples Law Library of Iowa Demo
 - i. Tami reported that the State Library created a database of law information. There are demos and topics available for review. It is interactive to ask a law librarian a question.

IX. Adjournment

Motion by Jane Schaar, seconded by Jenni McCrory, to adjourn at 6:45 PM. Motion carried. (Unanimous)

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

Respectfully submitted,
Jane Schaar