

Library Board Meeting Minutes

January 17, 2024 5:30 PM

Sergeant Bluff Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:30 PM with roll call:

Attendee Name	Title	Status	Term Expiration
Michael Aguirre	Board President	Present	June 2029
Jenni McCrory	Board Vice President	Present	June 2029
Jane Schaar	Board Secretary	Present	June 2025
Garry Clark	Board Director	Present	June 2025
Deb Collins	Board Director	Absent	June 2027
Shari Zenor Kiple	Board Director	Present	June 2025
Shannon Maier	Board Director	Present	June 2029
Mary Torgerson	Library Director	Present	
Carol Clark	City Council Liaison	Present	

I. Approval of Meeting Minutes

Motion by Garry Clark, seconded by Shannon Maier, to approve the meeting minutes from November 15, 2023. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Jenni McCrory, to approve the agenda. Motion carried. (Unanimous)

III. Financial Report and Approval of Expenditures

- a. Board reviewed Library financial report from the City with questions addressed.
- b. Library Director Mary Torgerson reported line-by-line break down of all expenditures for the month of November and December.
- c. Total November expenditures: **\$913.35**
- d. Total December expenditures: **\$654.78**
- e. Motion by Jenni McCrory, seconded by Jane Schaar, to approve November and December expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Councilwoman Carol Clark wished the Board and Library staff Happy New Year and thanked everyone for their service.
- b. Councilwoman Clark reported that the city is in budget season. There are a lot of meetings underway to review budgets.

V. Library Director Report for November and December

- a. Door Count for **November 585 patrons; December 585 patrons.**
- b. Librarian Mary Torgerson reported a line-by-line break out of the Books, DVDs, Bridges, Magazine and WhoFi listed in the agenda.
- c. Mary reported on the programs for adults and children during November and December.
- d. Mary reported that the heat was not working but got fixed.
- e. Mary reported exit signs are up and back door is now key accessible.

- f. Mary has been working on the Tier status; find all information needed has been a challenge but getting there. Report is due end of February.
- g. The Library received 3 donations: crafting supplies and monetary donations.
- h. May reported \$170 was made on recent raffles.
- i. Mary is working on an educational young adults program, reaching out to the local colleges.
- j. Part time staff member Terri is planning to offer free tutoring times at the Library.
- k. The Sergeant Bluff Fire Department is planning a 100th Anniversary celebration for September. The Library is planning to take part of this Anniversary celebration.

VI. Unfinished Business

- a. Director's Performance Evaluation
 - i. The Board has completed the probationary evaluation (evaluation done after the first 6-months in the position) of Mary Torgerson as our Library Director.
Mary will be evaluated again upon completion of her first year in the position of Library Director and annually each year thereafter. Should any issues arise with the director's performance throughout the year, the board would discuss these with the director at that time, along with possible solutions.
- b. 2024-2025 Budget Proposal
 - i. Mary gave an update on the Library budget, under negotiations. Mary discussed the possibility of an increase due to janitorial services. Including in the budget is a request for a 3-year plan for computer refresh. Once a FINAL draft of the Library Budget has been prepared and submitted to the City for consideration, the SBPL Board should review and APPROVE for formal adoption. This is required to be added within the minutes as a Tier requirement annually.
- c. Fundraising
 - i. Mary discussed the StoryWalk for fundraising. One option is sponsoring a panel for advertising. Each panel currently is \$600 for sponsorship for one year. Another option is sponsoring a book. The Board discussed the need to outline and document the various sponsorship levels and what they include. More discussion on this topic at a future meeting.
 - ii. Mary has contacted the City Mayor regarding meeting rentals. We have a request from a family to have their graduation party in our Fireplace room. More discussion is needed on rentals.
 - iii. Michael revisited an option for a 501 c3. The Board originally investigated this back in 2018. We could have a small overlap of board members on a 501 c3 to establish a foundation. This is an option we can pursue and seek input and membership from local city citizens.
 - iv. Texas Roadhouse has fundraising dates open in February and March. The Board to review options for doing this fundraiser again.

VII. New Business

- a. Policy Review
 - i. Collection Policy
 - 1. Collection Policy is under review along with editing. The Board plans to approve next meeting.
 - ii. One of the items required in the Tier level is to provide a City Personnel policy. The Library is required to submit by February 28, 2024. Evaluation committee to review the Personnel City policy.

- b. Tier Status
 - i. Mary reported the ADA Checklist for Tier status.
- c. Board Continue Education Hours
 - i. Mary reported on the information needed for the state report.
- d. Inventory
 - i. Mary discussed the need to do a full inventory of the Library, books, DVDs, etc.
- e. Weather Plan
 - i. Mary inquired to the board about severe weather. The Board to have further discussion on policies around severe weather and how we handle criteria for closing.

VIII. Adjournment

Motion by Jane Schaar, seconded by Jenni McCrory, to adjourn at 6:39 PM.

Motion carried. (Unanimous)

****NEXT MEETING: February 21, 2024 5:30 PM at Sergeant Bluff Public Library****

Respectfully submitted,
Jane Schaar

Minutes are posted on the website at: <https://www.sergeantbluff.lib.ia.us/about/library-report>