

## Library Board Meeting Minutes

October 18, 2023 5:30 PM

**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	Present	June 2027
Shari Zenor Kiple	Board Director	Present	June 2025
Shannon Maier	Board Director	Present	June 2029
Mary Torgerson	Library Director	Present	
Andrea Johnson	City Council Liaison	Absent	
Carol Clark	City Council Liaison	Absent	

### I. **Approval of Meeting Minutes**

Motion by Garry Clark, seconded by Jenni McCrory, to approve the meeting minutes from September 20, 2023. Motion carried. (Unanimous)

### II. **Approval of the Agenda**

Motion by Jane Schaar, seconded by Deb Collins, 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 September.
- c. Total September expenditures: **\$1561.27**
- d. Motion by Jane Schaar, seconded by Shari Zenor Kiple, to approve September expenditures. Motion carried. (Unanimous)

### IV. **Public Comment**

- a. No Public Comment.

### V. **Library Director Report for September**

- a. Door Count for **September 552 patrons**.
- b. Mary reported a line-by-line break out of the Books, DVDs, and Bridges, Magazine and WhoFi in the agenda.
- c. Mary reported she is working on the annual report.
- d. Mary reported that Accreditation is due in February 2024. The Board discussed we will stay a Tier 1 status. Tier 2 is a significant jump in staffing and hours. The City agreed to stay at Tier 1.
- e. The alarm code on the door is ready to go. There is a new doorknob on the backdoor with a new code and key.
- f. For program updates, Mary reported that the preschool program is going well, we have approximately 18 separate story times scheduled each month for the local preschools.

- g. Mary is now a certified Notary Public. This is in our budget, to pay with check or with credit card. We also have a new fax number.
- h. Pocket Park is still under consideration for future.
- i. Annie’s Foundation, based in Urbandale, IA, is an organization against the banning of books in Iowa. They are willing to come and give away free books here in the library. November 18<sup>th</sup> is the tentative date scheduled.
- j. For fundraising, the Library will participate at Texas Roadhouse again on Tuesday November 7<sup>th</sup>. We cleared \$155 when we did this in August.
- k. Mary discussed an upcoming craft, book folding. Mary is also working on a Middle School book club in the coming weeks.
- l. Library staff is making small changes to make better use of our space.
- m. Summer Dinosaur Dimensions Contract
  - i. The program costs \$450. This is tentatively set for Thursday June 13, 2024, and includes a 90-minute inter-active puppet educational show.
  - ii. Motion by Jenni McCroy, seconded by Deb Collins to commit bringing Summer Dinosaur Dimensions to the Library in June 2024. Motion carried. (Unanimous)
- n. No Update on Target Grant

**VI. Unfinished Business**

- a. Acceptance of Reviewed Policy
  - i. The Board reviewed the Circulation, Confidentiality, Behavior, and Emergency Policies.
  - ii. Motion by Garry Clark, seconded by Shannon Maier to approve the 4 policies noted above, with the agreed upon revisions. Motion carried. (Unanimous)
- b. Niche Academy
  - i. This is not active on our Library website. Mary is organizing this into pages for staff and patrons. We will receive widgets and links to set up into categories.

**VII. New Business**

- a. Overdrive Cost Increase
  - i. Mary reported that this will increase \$.25 per capita.
- b. Iowa Extension starting classes on budgeting and cooking, in our Library space.
- c. History of Sergeant Bluff
  - i. Scheduled for Thursday November 16<sup>th</sup> 6:00-7:00 pm.
- d. Library Schedule for Saturday December 23<sup>rd</sup>
  - i. The Board discussed and agreed the Library will be closed on Saturday December 23<sup>rd</sup>.

**VIII. Adjournment**

Motion by Jane Schaar, seconded by Deb Collins, to adjourn at 6:32 PM.  
 Motion carried. (Unanimous)

**\*\*NEXT MEETING: November 15, 2023, 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>