

**SERGEANT BLUFF PUBLIC LIBRARY**

**Board Meeting Minutes**

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

**Call the board meeting to order** –Board President Michael Aguirre called the meeting to order at 5:31 PM with roll call:

| <b>Attendee Name</b> | <b>Title</b>         | <b>Status</b> | <b>Term Expiration</b> |
|----------------------|----------------------|---------------|------------------------|
| 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       | Absent        | 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 Jenni McCrory, seconded by Shannon Maier, to approve the meeting minutes from June 21, 2023. Motion carried. (Unanimous)

**II. Approval of the Agenda**

Motion by Deb Collins, seconded by Jane Schaar, 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 June.
- c. Total June expenditures: **\$865.58**
- d. Motion by Jenni McCrory, seconded by Jane Schaar, to approve June expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. No Public Comment.

**V. Library Director Report**

- a. Door Count for **June 749 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 the Summer Reading programs went well, with great participation.
- d. Mary reported the Library will offer an Online Teen Reading Club as an extension to our Summer Reading program.
- e. The program with Melanie Milburn was a success. We would like her to come back again.
- f. Art Gallery showing coming up, next Thursday July 27<sup>th</sup> 5:00-6:00 PM.
- g. There is a virtual program scheduled for Monday August 14<sup>th</sup> with an astronomer. There is an Eclipse coming in October. The library will host an Eclipse program on Saturday October 14<sup>th</sup> 10:30 am – 2:00

PM Mary has permission from the City to block off a small portion of the street in front of the library for this program.

- h. Mary filled out a couple forms for the State of Iowa.
- i. Mary investigating options to have an adult program for ghost stories in October.
- j. Mary included calendars in the agenda for the coming months.
- k. Mary reported on next steps in the Pocket Park idea. Mary will meet with Aaron Lincoln before our next meeting.

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

- a. Circulation Policy Review and Amendment
  - i. The Board reviewed the Circulation Policy and the recommendations for changes.
  - ii. The Board will vote for approval at the next meeting.
- b. Emergency Policy Review and Amendment
  - i. The Board reviewed the Emergency Policy.
  - ii. The Board will vote for approval at the next meeting.
- c. Pioneer Valley Update
  - i. Kofi Dennis, African Drummer, will be at the Library on Friday August 11<sup>th</sup>.
  - ii. Parade will be at 6:30 pm Friday August 11<sup>th</sup>. Candy donations are appreciated and can be dropped off at the Library. We may be able to partner with Police or Fire Department transportation in the parade.
  - iii. Face Painting is Saturday August 12<sup>th</sup> 11:00 am – 4:00 PM. Mary is looking for high school volunteers to help. Mary will have a wish list of books the library would like, with a donation jar or signs.
  - iv. For any board members volunteering on Saturday, please bring your own lawn chair and a water.

#### **VII. New Business**

- a. Solar Eclipse Program
  - i. Saturday October 14<sup>th</sup> 10:00 am -2:00 pm
- b. New Board Member Resources
  - i. Board President Michael shared new member resource information with our new board members. The materials were also made available to the entire Board, as it's a good refresher to review.
- c. Iowa Open Meeting Laws
  - i. President Michael shared a reminder with all board members about the importance of Iowa Open Meeting laws and to remain diligent about those requirements.

#### **VIII. Adjournment**

Motion by Deb Collins, seconded by Shari Zenor Kiple, to adjourn at 6:33 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: September 20, 2023, 5:30 PM at Sergeant Bluff Public Library\*\***

Respectfully submitted,  
Jane Schaar