

## Library Board Meeting Minutes

June 19, 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 2027
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	Absent	June 2029
Mary Torgerson	Library Director	Present	
Carol Clark	City Council Liaison	Present	

### I. Approval of Meeting Minutes

Motion by Jenni McCrory, seconded by Garry Clark, to approve the meeting minutes from May 15, 2024. Motion carried. (Unanimous)

### II. Approval of the Agenda

Motion by Garry Clark, 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 breakdown of all expenditures for the month of May.
- c. Total May expenditures: **\$2386.78**
- d. Motion by Jane Schaar, seconded by Shari Kiple, to approve May expenditures. Motion carried. (Unanimous)

### IV. Public Comment

- a. Council woman Carol Clark gave an update from the last city council meeting. Carol reported the City Council is working on long-term planning. CommCon is Tuesday June 25<sup>th</sup>. The City Council and City Staff extend their heartfelt thank you to Dr. Jenni McCrory for all her support and being a part of our community making it a better place.
- b. Alisha Elders commented on the wonderful programs and all the engagement our library does in the community.

**V. Library Director Report for May**

- a. Door Count for **May 707 patrons.**
- b. Library Director Mary Torgerson reported a line-by-line break out of the Books, DVDs, Bridges, Magazine and WhoFi listed in the agenda. Mary reported on new patrons registered with a card. Internet and computer usage remains high.
- c. The Area Library Directors meeting was held this month. 15 library directors attended, they were all very impressed with our Library and what we offer.
- d. Butterflies were let go and had a great turnout of kids.
- e. Teddy Bear sleep over went very well.
- f. Fareway donated treats for the summer reading program. Thank you to Mike at Fareway for his support and generosity.
- g. We discussed the July calendar of programs.
- h. Pioneer Valley days are coming up in August, everyone is encouraged to help with the parade.
- i. Kool-Aid with Cops scheduled for August.
- j. Mary received inquiries from a couple program vendors, for future opportunities.
- k. Mary reported on some of the recent statistics for public libraries. 544 public libraries in the state of Iowa. Iowa ranks #4 in the United States.

**VI. Unfinished Business**

- a. Director Performance Evaluation
  - i. Michael will send the Board a copy of Mary's 6-month review. Motion by Jenni McCrory, seconded by Shari Kiple, to approve a 4% salary increase for Mary. Increase takes effect July 1, 2024. Motion carried. (Unanimous)
- b. Staff Performance Review & Merit Recommendations
  - i. Mary submitted a recommendation for a \$.50 per hour raise increase for Kimberly and Terri. Motion by Shari Kiple, seconded by Jenni McCrory to approve a \$.50 per hour raise for Kimberly and Terri, effective July 1, 2024. Motion carried. (Unanimous)
- c. Library Board Vacancy
  - i. We have received 2 applications for the vacancy board opening left by Jenni McCrory.
- d. June's Continuing Education
  - i. Education for this month is "Deciphering Information in a Misinformation Culture". The Board members reviewed the training video.

**VII. New Business**

- a. June Policy Review—Computer and Internet Use Policy
  - i. The Board reviewed the Computer and Internet Use Policy. The Board provided feedback and Shari will make the policy updates. Motion by Shari Kiple, seconded by Jane Schaar to approve the discussed Computer and Internet Use Policy changes. Motion carried. (Unanimous)
- b. Iowa State Direct Aid Funds
  - i. The library received **\$700.45** from the State of Iowa.

c. StoryWalk Promotion

- i. In July we will have an article in the Advocate to advertise StoryWalk sponsorship opportunities. The 185<sup>th</sup> Air Guard is the Story Walk sponsor for July, and Building Blocks is the sponsor for August. Monthly sponsorship is \$200.

**VIII. Adjournment**

Motion by Jane Schaar seconded by Shari Kiple, to adjourn at 6:25 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: August 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>