

**Library Board Meeting Minutes**  
**September 17, 2025 5:30 pm**  
**Sergeant Bluff f Library**

**Call the board meeting to order** –Board President Michael Aguirre called the meeting to order at 5:30 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              |
| Shannon Maier        | Board Vice President | Present       | June 2029              |
| Jane Schaar          | Board Secretary      | Present       | June 2031              |
| Alisha Elder         | Board Director       | Present       | June 2031              |
| Deb Collins          | Board Director       | Present       | June 2027              |
| Lisa Lauters         | Board Director       | Present       | June 2027              |
| Shari Zenor Kiple    | Board Director       | Present       | June 2031              |
| Mary Torgerson       | Library Director     | Present       |                        |

**I. Approval of Meeting Minutes**

Motion by Deb Collins, seconded by Lisa Lauters, to approve the meeting minutes from August 20, 2025. Motion carried. (Unanimous)

**II. Approval of the Agenda**

Motion by Shari Zenor Kiple, seconded by Jane Schaar, to approve the agenda. Motion carried. (Unanimous)

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

- a. The Board reviewed the 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 August.
- c. Total August expenditures: **\$1169.73**
- d. Motion by Jane Schaar, seconded by Shannon Maier, to approve August expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. No Public Comment

**V. Library Director Report for August**

- a. Door Count for **August 772 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. Internet and computer usage remains high.
- c. Mary reported 8 programs in August for a total of 39 participants.
- d. Baker and Taylor were bought out; however we should see no difference with the new company. Ordering should be seamless.

- e. Mary reported we received a scholarship from Susan Lerdal conference. \$250 will go back to budget.
- f. Mary, Michael and his wife Ruth finished drywall repairs and painted first half of the conference room last weekend. We will pick a date to paint the remaining walls before mid-October and get window treatments in place before Library Fundraiser Nov 1st.
- g. Board reviewed pictures of donated artwork. These paintings are from a local Siouxland business and donated to the Library.
- h. Mary reported on the Electronics Re-Event on September 27<sup>th</sup> in Sioux City. Just an FYI if the Library has any electronics for recycling.

## **VI. Unfinished Business**

- a. Open Meetings Training
  - i. Mary shared PowerPoint slides from training attended through the state of Iowa.
- b. November Fundraiser
  - i. Mary handed out a postcard to each board member for the November fundraiser with certified Bob Ross instructor, Gary Schmidt. This will be Saturday November 1<sup>st</sup>, 5:00-7:00 pm.
- c. September Continuing Education
  - i. The Board reviewed the continuing education for September, "Open Meeting, Open Records, Compliance with the Law".

## **VII. New Business**

- a. Gifts and Donation Policy
  - i. The Board reviewed the Gifts and Donation Policy. Shari will adjust the formatting.
- b. Upcoming Events
  - i. Mary reported October 16<sup>th</sup>, the Library will host Darin Krogh. Mary and staff will participate in the Spooky Fest on Saturday October 25<sup>th</sup> Mary will participate in the Howloween parade on October 24<sup>th</sup> starting at 5:00 pm. Board members may bring candy to the next meeting to donate to the Spooky Fest.
- c. ILA Conference
  - i. Mary proposed we close early on Wednesday October 1<sup>st</sup> so the Library staff can attend the ILA Conference in downtown Sioux City. The Board discussed the possibility of closing the Library early on the 1<sup>st</sup> or finding volunteers to cover. The Board encouraged the full and part time Library staff to take advantage of the conference being local to Sioux City.
- d. October Continuing Education
  - i. The Board will review "The Librarians - ILA Conference".

## **VIII. Adjournment**

Motion by Shari Zenor Kiple, seconded by Deb Collins, to adjourn at 6:14 PM.  
Motion carried. (Unanimous)

Respectfully submitted,  
Jane Schaar

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