

Library Board Meeting Minutes

August 20, 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:

Attendee Name	Title	Status	Term Expiration
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	Absent	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 Lisa Lauters, seconded by Shannon Maier, to approve the meeting minutes from June 18, 2025 and July 16, 2025. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Shannon Maier, seconded by Jane Schaar, to approve the agenda. Motion carried. (Unanimous)

III. Financial Report and Approval of Expenditures

- The Board reviewed the Library financial report from the City with questions addressed.
- Library Director Mary Torgerson reported line-by-line breakdown of all expenditures for the month of July.
- Total July expenditures: **\$4123.00**
- Motion by Jane Schaar, seconded by Shari Zenor Kiple, to approve July expenditures. Motion carried. (Unanimous)

IV. Public Comment

- No Public Comment

V. Library Director Report for June

- Door Count for **July 1152 patrons.**
- 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.
- Mary reported 14 programs in July for a total of 502 participants.
- Summer reading programs winding down with school starting next week.
- Mary has started to book January 2026 programs.

- f. Library survey due in October, Mary is finishing that up.
- g. Mary is building a new preschool story time program, starting the week of September 16th. Preschool kids will be invited between SBL Primary and the local Sergeant Bluff preschools.
- h. Mary received payment from Building Blocks for StoryWalk.

VI. Unfinished Business

- a. Open Meetings training
 - i. Our Board is grand-fathered in. If Mary hears anything different she will report back to the board.
- b. Summer Reading Wrap-Up
 - i. Summer programs are wrapping up. Mary went through summer reading totals.
- c. November Fundraiser
 - i. Mary has a flyer ready for the Bob Ross event on November 1st
 - ii. The Board discussed creating invitations to local businesses. Also discussed purchasing items for auction baskets.
- d. August Continuing Education
 - i. The Board reviewed the continuing education for August, "Doing Community Memory Work".

VII. New Business

- a. Election of Officers
 - i. Motion by Jane Schaar, seconded by Shari Zenor Kiple, to nominate Michael Aguirre for Board President. Motion carried. (Unanimous)
 - ii. Motion by Lisa Lauters, seconded by Alisha Elder, to nominate Shannon Maier for Board Vice President. Motion carried. (Unanimous)
 - iii. Motion by Shari Zenor Kiple, seconded by Alisha Elder, to nominate Jane Schaar for Board Secretary. Motion carried. (Unanimous)
 - iv. Motion by Shari Zenor Kiple, seconded by Lisa Lauters, to nominate Alisha Elder to Personnel committee. Motion carried. (Unanimous)
- b. Meeting Room Policy
 - i. The Board reviewed the current Meeting Room policy.
- c. Library Holidays
 - i. The Board discussed and agreed the Library will be closed Thanksgiving weekend, Thursday November 27th, Friday November 28th and Saturday November 29th.
 - ii. The Board discussed and agreed the Library will be closed Christmas Eve December 24th and Christmas Day December 25th
- d. September Continuing Education
 - i. The Board will re-watch "Open Meeting, Open Records, Compliance with the Law".

VIII. Adjournment

Motion by Lisa Lauters, seconded by Shari Zenor Kiple, to adjourn at 6:15 PM.
Motion carried. (Unanimous)

****NEXT MEETING: September 17, 2025, 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>