

Library Board Meeting Minutes
June 17, 2026 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	Present	June 2027
Lisa Lauters	Board Director	Present	June 2027
Alicia Schaben	Board Director	Present	June 2031
Mary Torgerson	Library Director	Present	

I. Approval of Meeting Minutes

Motion by Deb Collins, seconded by Alisha Elder, to approve the meeting minutes from May 20, 2026. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Lisa Lauters, 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 May.
- c. Total May expenditures: **\$1711.50**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve May expenditures.
Motion carried. (Unanimous)

IV. Public Comment

- a. City Councilwoman Shari Zenor Kiple commented the Sergeant Bluff City Council speaks very highly of the Library. The entire Council knows the value the Library provides for the entire community. The Library runs very efficiently, and the Council greatly appreciates that.

V. Library Director Report for May

- a. Door Count for **May 1466 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 7 programs were held in May for a total of 645 participants.
- d. Mary contacted Barnes & Nobles and set up an account. We can locally pick up in Sioux City and get books a little faster.
- e. Bats Program was great fun with 95 people in attendance.
- f. Mary reported Braille is missing on the StoryWalk. The Braille strips are being pulled off. We will continue to monitor.
- g. Mary is investigating Kanopy streaming video platform. Estimated cost is \$1500 per year. Something for the Board to think about for future.
- h. Mary reported on the recent Dungeons and Dragons program. It was a very fun event. Mary expressed that we have interest from patrons pursuing this program further in the fall.

VI. Unfinished Business

- a. New Board Member
 - i. The Board welcomed our newest member, Alicia Schaben.
- b. Policy Review
 - i. The Board reviewed the updated Emergency Policy. Mary spoke with Anthony Gaul, Sergeant Bluff Chief of Fire and Rescue, to ensure we have all emergency procedures covered in our policy. Michael mentioned the need for training down the road.
- c. STEM Kits
 - i. We will receive the STEM grant money before end of the calendar year. At that time, we will receive the STEM kits. We received the NASA kits.
- d. June Continuing Education: StarNet Website-Science Across America
 - i. The board reviewed the June education.

VII. New Business

- a. Policy Review – Computer and Internet
 - i. The Board reviewed the Computer and Internet policy. Specifically, the board discussed keeping the fees the same, affordable. Mary will renew Notary service.
- b. Director Evaluation
 - i. Board completed reviews for Mary Torgerson. Merit increases submitted for the 3 Library staff members and approved.
- c. July 3rd and 4th Holiday Hours
 - i. The Board discussed and agreed to close at Noon on Friday July 3rd. The Library will be closed Saturday July 4th
- d. July Continuing Education: “Boardroom Essentials”
 - i. The Board will review this training video before next month’s meeting.

VIII. Adjournment

Motion by Deb Collins, seconded by Jane Schaar, to adjourn at 6:30 PM.

Motion carried. (Unanimous)

****NEXT MEETING: July 15, 2026, 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>