

Library Board Meeting Minutes
September 16, 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	Absent	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 Shannon Maier, seconded by Lisa Lauters, to approve the meeting minutes of August 20, 2026. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Lisa Lauters, seconded by Alicia Schaben, 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: **\$2865.28**
- d. Motion by Shannon Maier, seconded by Lisa Lauters, to approve August expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Councilwoman Shari Zenor Kiple provided a city update to the Board.

V. Library Director Report for July

- a. Door Count for **August 976 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 13 programs held in August for a total of 181 participants.

- d. Mary is back visiting preschools throughout Sergeant Bluff community.
- e. Six sections of kindergarten are coming next week for a story and activity.
- f. Mary reported the Girl Scouts meetings have resumed.
- g. Saturday September 19th is Observe the Moon night from 8:00-9:00 pm at the Library.
- h. Bill Bade will be at the Library for Railroad Safety on September 23.
- i. Planning a visit from Tyler Sullivan, Iowa Scenic Views by Foot in the spring of 2027.
- j. Mary reported an opportunity to win \$250,000 next year. More details to come.
- k. Board discussed a strategic planning session for late October / early November. Everyone check your calendar for a date.
- l. Board is welcome to bring candy to the Library for the “Howl O Ween” parade coming in October. The Library will participate with Park and Recs on October 24th at the trail. The Library will pass out candy on the day of Halloween on Saturday the 31st. Candy is due October 2nd.

VI. Unfinished Business

- a. Donation Board
 - i. The Donation Board is up and running.
- b. STEM Grant
 - i. Money received from the IEE. STEM kits are processed and ready for check out. We will be making our own kits to add to the sets.
- c. September Continuing Education: “Celebrate 250-Inside the Library of Congress”
 - i. The board reviewed the September education.

VII. New Business

- a. Library Card Sign-Up
 - i. September is library card sign-up.
- b. Policy Review: Gifts and Donations
 - i. Board reviewed the current gifts and donations policy. No changes required.
- c. Director Development
 - i. Michael is reaching out to various resources for courses that may be of interest to Mary.
- d. Calendar of events
 - i. Several activities scheduled over the next few months. Mary is planning a teen night on October 29th featuring music trivia.
- e. October Continuing Education: “An Overview of Roles | Part 1 Introduction”
 - i. The Board will review before the next meeting.

VIII. Adjournment

Motion by Jane Schaar, seconded by Lisa Lauters, to adjourn at 6:30 PM.

Motion carried. (Unanimous)

****NEXT MEETING: Wednesday October 21, 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>