

Library Board Meeting Minutes
November 19, 2025 5:30 pm
Sergeant Bluff f Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:31 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	Absent	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 Shari Zenor Kiple , to approve the meeting minutes from October 15, 2025. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Shannon Maier, 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 October.
- c. Total October expenditure: **\$962.51**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve October expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Michael shared how a resident of Sergeant Bluff commented on how welcoming our Library is for the Sergeant Bluff community.

V. Library Director Report for October

- a. Door Count for **October 825 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 that 27 programs were held in October for a total of 654 participants.

VI. Unfinished Business

- a. Policy Review – Financial Card Policy
 - i. Mary made updates to the Policy. Shari will assist Mary with formatting the policy document.
- b. Annual Budget for next Fiscal Year
 - i. Mary worked on budget drafts for next fiscal year. The Board plans to ask for a 5% budget increase for next fiscal year.
- c. October Continuing Education
 - i. The Board reviewed the continuing education for November, “Pete the Cat’s Four Groovy Buttons”.

VII. New Business

- a. Upcoming Events
 - i. Mary discussed the December, January and February events and programs coming up.
 - ii. The Library will be doing our first Braille StoryWalk in January. This is a great opportunity for a press release.
- b. Director Evaluation and Merit Recommendation
 - i. Michael will send out an evaluation form to all Board members. Board members to complete the form and send back to Michael.
- c. Fundraiser Breakdown
 - i. Donation of \$500 received from Mark Renders (MidAmerican Energy)
 - ii. Bob Ross painting fundraiser was very successful. The Library received \$300 in donations and the Silent Auction baskets rendered \$350.
 - iii. Zyzda Foundation donated \$500 to be used towards the purchase of a rug in the children’s area.
- d. Library Board Member Updates
 - i. Shari Zenor Kiple is newly elected to the Sergeant Bluff City Council. Shari’s last Library Board meeting will be in December. Congratulations to Shari in her new role with the City.
 - ii. We will start posting for the open Board position.
- e. Surprise Grant
 - i. The Library has been invited to attend the MRHD Surprise grant special event Thursday November 20th. The Library will be the recipient of a special holiday grant.
- f. Pizza Hut Grant
 - i. Mary applied for a \$1,000 grant through Pizza Hut.
- g. December Continuing Education
 - i. The Board will review “Why Everyone Stopped Reading”.

VIII. Adjournment

Motion by Deb Collins, seconded by Shari Zenor Kiple, to adjourn at 6:20 PM.

Motion carried. (Unanimous)

****NEXT MEETING: December 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>