

**Library Board Meeting Minutes**  
**September 18, 2024, 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
Vacant			June 2027
Jane Schaar	Board Secretary	Present	June 2025
Deb Collins	Board Director	Present	June 2027
Shannon Maier	Board Director	Present	June 2029
Garry Clark	Board Director	Absent	June 2025
Shari Zenor Kiple	Board Director	Present	June 2025
Mary Torgerson	Library Director	Present	
Carol Clark	City Council Liaison	Absent	

**I. Approval of Meeting Minutes**

Motion by Shannon Maier, seconded by Deb Collins, to approve the meeting minutes from August 14, 2024. 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. Board reviewed 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: **\$1849.75**
  - i. **Approximately \$1100 of the total August expenditures was spent buying new books, with funds used from a private \$5,000 donation.**
- d. Motion by Deb Collins, seconded by Shannon Maier, to approve August expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. Alisha Elder commented the last Children’s program was a huge hit with Smokey the Bear and the Sergeant Bluff Fire Department.

**V. Library Director Report for August**

- a. Door Count for **August 636 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 the great fun had for the Children and Adult Programs for August.
- d. Girl Scout Troops are utilizing the Library conference room for their meetings.
- e. Community Girl Scout Group adopted our Story Walk for 6 months.
- f. The Library staff is reading at all Sergeant Bluff Daycares throughout the month.
- g. Mary and team completed the Library inventory.
- h. Mary has had opportunities to provide notary services.
- i. There are a few high school students coming to the Library once per week, learning various skills and gaining job experience.
- j. Mary reported new computers should be set up by the next Board meeting.
- k. The Library is partnering with Parks and Rec, the Police Department and Pioneer Bank: to host a Consumer Awareness: Beware of Scams. This will be at the Senior Center Tuesday October 8<sup>th</sup>, 10:00-11:00 am.
- l. The Library staff will be participating in the Fall Festival and Trick or Treating at the trail. The Fall Festival is October 26<sup>th</sup>, the Library will be on the trail passing out candy and will lead a craft inside.

## **VI. Unfinished Business**

- a. Approval of New Board Members
  - i. Motion by Deb Collins, seconded by Shari Zenor Kiple, to approve Garry Clark's resignation. Motion Carried. (Unanimous)
  - ii. Motion by Shari Zenor Kiple, seconded by Shannon Maier, to approve the Sergeant Bluff Mayor's recommendation to appoint Lisa Lauters and Alisha Elder to the Library Board. Motion Carried. (Unanimous)
- b. Policy Review for September: Gifts and Donations Policy
  - i. Motion by Shannon Maier, seconded by Deb Collins, to approve the Gifts and Donations Policy. Motion Carried. (Unanimous)
- c. September Continuing Education Class
  - i. The Board members completed September continuing education, "Are Libraries still relevant?"

## **VII. New Business**

- a. Donation Budget Adjustment
  - i. The Board discussed working with the Finance department to track and denote donations in the Library budget.
- b. Donation Miscellaneous Purchases
  - i. Mary suggested book browsers as an option for purchase. Another suggestion was a pocket interpreter. Shari may be able to provide a loaner pocket interpreter for Mary to test. Mary also mentioned Story Walk backs, the Board agreed to purchase additional backs.
- c. October Continuing Education Class

- i. The Board is assigned to complete the following continuing education class: “How to design a library that makes kids want to read”.

#### **VIII. Adjournment**

Motion by Deb Collins seconded by Shari Zenor Kiple, to adjourn at 6:30 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: October 16, 2024, 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>