

Library Board Meeting Minutes
October 15, 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	Absent	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	Absent	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 September 17, 2025. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Deb Collins, seconded by Alisha Elder, 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 September.
- c. Total September expenditure: **\$1844.86**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve September expenditure. Motion carried. (Unanimous)

IV. Public Comment

- a. Thank you to Dr. Garry and Carol Clark for the Shark vacuum donation.

V. Library Director Report for September

- a. Door Count for **September 920 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 20 programs were held in September for a total of 381 participants.

- d. Mary reported we are no longer buying books from Baker and Taylor; we are using Amazon and other avenues.
- e. Mary renewed her certification, which is good through October 2028
- f. Summer Reading Program planning underway for 2026.
- g. The Library received Iowa Direct state aid funding of \$684.64
- h. The Library received a donation from Judge Matney. Thank you to Judge Matney.

VI. Unfinished Business

- a. November Fundraiser
 - i. Upcoming fundraiser with certified Bob Ross instructor, Gary Schmidt, on Saturday November 1st, 5:00-7:00 pm. Mary and Michael purchased snacks and utensils for the event.
- b. ILA Conference Update
 - i. Mary attended and reported the conference was a fun and very informative event with networking opportunities. Mary met several Librarians across the state of Iowa.
 - ii. Mary reported that we can utilize braille from the Library for the Blind and Visually Impaired for the StoryWalk.
- c. October Continuing Education
 - i. The Board reviewed the continuing education for October, “The Librarians – ILA Conference”

VII. New Business

- a. Financial Card Policy
 - i. The Board reviewed the Credit and Prepaid Card Policy. Mary will draft revisions for review at our next meeting.
- b. StoryWalk Fundraising Policy
 - i. Board reviewed the Policy and agreed no revisions needed.
- c. Upcoming Events
 - i. Mary reported on the upcoming events for the remainder of October and into November.
- d. Annual Budget for Next Fiscal Year
 - i. The Board discussed budgeting for the next fiscal year.
- e. State of Iowa Annual Survey
 - i. Mary completed the survey and submitted it to the state of Iowa.
- f. November Continuing Education
 - i. The Board will review “Pete the Cat’s Four Groovy Buttons”.

VIII. Adjournment

Motion by Alisha Elder, seconded by Deb Collins, to adjourn at 6:14 PM.

Motion carried. (Unanimous)

****NEXT MEETING: November 19, 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>