

Library Board Meeting Minutes

April 16, 2025 5:30 pm

Sergeant Bluff f Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:32 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 2025
Alisha Elder	Board Director	Present	June 2027
Deb Collins	Board Director	Absent	June 2027
Lisa Lauters	Board Director	Present	June 2025
Shari Zenor Kiple	Board Director	Present	June 2025
Mary Torgerson	Library Director	Present	

I. **Approval of Meeting Minutes**

Motion by Jane Schaar, seconded by Shannon Maier, to approve the meeting minutes from March 25, 2025. 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**

- The Board reviewed the Library financial report from the City with questions addressed.
- Library Director Mary Torgerson reported line-by-line breakdown of all expenditures for the month of March.
- Total March expenditures: **\$1358.80**
- Motion by Jane Schaar, seconded by Shari Zenor Kiple, to approve March expenditures. Motion carried. (Unanimous)

IV. **Public Comment**

- No Public Comment

V. **Library Director Report for March**

- Door Count for **March 804 patrons.**
- 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.
- Mary reported 20 programs for March for a total of 319 participants.
- Mary will be attending the next City Council meeting and finalizing our Library budget. Mary discussed we will make one minor adjustment to a line item in our budget.

- e. Mary reported the Library facility is being utilized more, with rentals.
- f. There will be a City team building event in June.
- g. Chess event this summer, Mary needs assistance to help teach Chess. Board members and staff will reach out to Mary if they can provide assistance.
- h. Library visits are scheduled for preschool, kindergarten and 1st graders in May.
- i. Discussed a landscaping side project for future in the back area.

VI. Unfinished Business

- a. Texas Roadhouse Fundraiser: we raised \$67.
- b. Policy Review: Statement of Purpose & Collection Policy
 - i. Board reviewed the policy. Motion to approve changes by Jane Schaar, seconded by Lisa Lauters. Motion Carried. (Unanimous)
- c. April Continuing Education: 10 Magnificent Historic Libraries
 - i. Board reviewed the April continuing education.

VII. New Business

- a. Library Board Bylaws Statement
 - i. The Board approved to reformat some verbiage in the Bylaws.
- b. Confidentiality Policy
 - i. The Board reviewed and approved the policy.
- c. Statement of Concern Policy
 - i. The Board reviewed and approved the policy.
- d. Statement of Purpose
 - i. The Board reviewed and approved the policy.
- e. Budget Update
 - i. Mary discussed budget funds to be spent in May.
- f. Trustee Terms
 - i. Jane Schaar, Lisa Lauters and Shari Zenor Kiple 2025 terms expire in June. All expressed interest in staying on the Library Board for another term.
- g. StoryWalk Sponsorship
 - i. Air Guard will sponsor 2 StoryWalks, and Building Blocks will sponsor 1. Those will be done this summer.
 - ii. Mary plans to request a donation from the Community Action Team, for the fall state of Iowa Library conference.
- h. Siouxland Digital Media
 - i. Siouxland Digital Media approached the City and Library selling digital space. The Board discussed this and is not interested at this time.
- i. May Continuing Education: ILOC 2025 Evaluating your Library's Value Beyond Cost-Benefit Analysis.

VIII. Adjournment

Motion by Jane Schaar, seconded by Alisha Elder, to adjourn at 6:32 PM.

Motion carried. (Unanimous)

****NEXT MEETING: May 21, 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>