

Library Board Meeting Minutes
October 21, 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	Present	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 Alicia Schaben, seconded by Lisa Lauters, to approve the meeting minutes of September 16, 2026. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Alisha Elder, seconded by Deb Collins, 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 expenditures: **\$2664.36**
- d. Motion by Alisha Elder, seconded by Alicia Schaben, to approve September expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Director Michael Aguirre reported there is a broken pipe underneath the fireside room. The City is working on a plan to resolve the issue.

V. Library Director Report for September

- a. Door Count for **September 945 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 30 programs held in September for a total of 580 participants.
- d. Mary reported on the progress made on the website, making it accessible and ADA compliance.
- e. Mary reported Dungeons and Dragons are put on hold for now.
- f. Hall-O-Ween parade is coming up. Volunteers are needed for Spookyfest next week as well.
- g. Teen Night is scheduled for October 29th.
- h. Author Jodi Adams will be at the Library November 21st.
- i. Mary will be on vacation November 23rd-25th.
- j. The Bob Ross Experience fundraiser is on December 12th 5:00-8:00 pm. \$50 per participant.
- k. The Library lost our admin access to our Facebook account. Our account was likely set up through a past employee's personal email address. We will address and likely move forward with setting up a new account.

VI. Unfinished Business

- a. Director Development
 - i. Mary has a series of videos she will be watching in the coming weeks. These videos are through the State of Iowa Library. Mary's first training will be on grant writing.
- b. Strategic Plan
 - i. Mary is analyzing the data from last year's statewide survey. Mary reported on the budgets for other city libraries in Iowa, that are similar in size to Sergeant Bluff.
- c. ASL Workshops
 - i. We have a 3-month plan identified for scheduled workshops. We will see how the first workshops go and decide how to move forward.
- d. October Continuing Education: "An Overview of Roles" (Part 1 Introduction)
 - i. The board reviewed October education.

VII. New Business

- a. Annual Budget Development
 - i. The Board discussed next year's budget and where we may start from a percentage increase.
- b. Fundraiser Nothing Bundt Cakes
 - i. Board discussed opportunity to sell bundtlettes. The Library would profit \$2 per bundtlette.
- c. Policy Review: Financial Card and StoryWalk
 - i. The Board discussed keeping prices as is for the StoryWalk.
- d. RTI Cabling and Camera System
 - i. Camera system is now connected to the internet and available on Mary's cell phone.
- e. Library Books in other Languages
 - i. Michael asked the Board what other languages would be good to add to our Library. The Board discussed and provided suggestions.
- f. November Continuing Education: "The Most Dangerous Banned Books Ever"
 - i. The Board will review before the next meeting.

VIII. Adjournment

Motion by Jane Schaar, seconded by Alisha Elder, to adjourn at 6:30 PM.

Motion carried. (Unanimous)

****NEXT MEETING: Wednesday November 18, 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>