

Library Board Meeting Minutes

July 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 5:30 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	Absent	June 2027
Lisa Lauters	Board Director	Present	June 2027
Shari Zenor Kiple	Board Director	Absent	June 2031
Mary Torgerson	Library Director	Present	

I. Approval of the Agenda

Motion by Jane Schaar, seconded by Lisa Lauters, to approve the agenda. Motion carried.
(Unanimous)

II. 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 June.
- Total June expenditures: **\$298.90**
- Motion by Jane Schaar, seconded by Lisa Lauters, to approve June expenditures.
Motion carried. (Unanimous)

III. Public Comment

- No Public Comment

IV. Library Director Report for June

- Door Count for **June 1047 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 16 programs in June for a total of 292 participants.

V. Unfinished Business

- Fundraising
 - The Library will host Bob Ross program on November 1, 2025 5:00-7:00 pm
- July Continuing Education – “Doing Community Memory Work”

- i. The Board reviewed the continuing education for July.

VI. New Business

- a. Open Meeting Training – New Law
 - i. Beginning July 1, 2025, newly elected or appointed public officials are required to complete a training course regarding Open Meetings and Open Records law, within 90 days of taking office.
 - ii. The Board has two date options to attend this mandatory training.
- b. PBS Grant for “The American Revolution Documentary”
 - i. Mary signed up for a \$750 grant.
- c. Relocating the StoryWalk
 - i. Board discussed securing the StoryWalk stands. The Board does not want to move the StoryWalks due to the high traffic at the trail.
- d. August Continuing Education – “Doing Community Memory Work”
- e. Annual Report July 2024-June 2025
 - i. Mary provided a copy of the annual report.
- f. Pioneer Valley Parade
 - i. The Board will secure a bus to ride in the parade. The parade is on Friday August 15th. The Board may supply candy donations.

VII. Adjournment

Motion by Jane Schaar, seconded by Lisa Lauters, to adjourn at 6:00 PM.

Motion carried. (Unanimous)

****NEXT MEETING: August 20, 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>