

Library Board Meeting Minutes
November 15, 2023 5:30 PM

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
Jenni McCrory	Board Vice President	Present	June 2029
Jane Schaar	Board Secretary	Present	June 2025
Garry Clark	Board Director	Present	June 2025
Deb Collins	Board Director	Absent	June 2027
Shari Zenor Kiple	Board Director	Present	June 2025
Shannon Maier	Board Director	Present	June 2029
Mary Torgerson	Library Director	Present	
Andrea Johnson	City Council Liaison	Absent	
Carol Clark	City Council Liaison	Present	

I. Approval of Meeting Minutes

Motion by Garry Clark, seconded by Jenni McCrory, to approve the meeting minutes from October 18, 2023. 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 break down of all expenditures for the month of October.
- c. Total October expenditures: **\$1468.67**
- d. Motion by Jenni McCrory, seconded by Garry Clark, to approve October expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Councilwoman Carol Clark reported that Community Connection was a great event last night. LongLines is making a substantial investment in the city, \$7M for fiber optics.
- b. Carol Clark also reported that the former MCI building is in the process of being gutted. Sergeant Bluff Field House will be the new name. This new building will include several athletic and dance courts, offices, and work out space.
- c. It was also announced at Community Connection that south of Serenity Point development will be a new 55 plus community with duplexes.
- d. Also reported at Community Connection, the land on the corner of 1st street and Highway 75 is sold. There will be major expansion on that area.

V. Library Director Report for September

- a. Door Count for **October 776 patrons.**

- b. Librarian Mary Torgerson reported a line-by-line break out of the Books, DVDs, and Bridges, Magazine and WhoFi in the agenda.
- c. Mary reported that Sue Sappinfield is unable to volunteer moving forward. Mary has 3 new volunteers starting next week.
- d. Mary provided a copy of the Annual report 2022-2023.
- e. Mary updated the board that the Niche Academy is live on our website.
- f. Mary reported that the Notary Public is ready to go.
- g. Mary contacted Pizza Ranch for fundraiser information. We are looking tentatively at January 2024. The library received a donation from Vince and Shari McGill. No update yet on Texas Roadhouse.
- h. Mary reported on partnerships with Morningside University, Briar Cliff and WITCC.
- i. The Girl Scouts offered to go in on a summer event; Insect Zoo from Iowa State University on June 18th
- j. Goodwill has a Career Cruiser for people to come and fill out applications. They will set up at our Library on Friday December 22nd.
- k. Mary updated the Board on fundraising and how that impacts our budget. Mary suggested a Battery Park concert fundraiser. The Library would help serve beverages. The board discussed a special meeting for fundraising in December.
- l. Tell me a Ghost Story and Thanksgiving adult and kids craft were a success. Spooky Fest was a fun event.
- m. History of Sergeant Bluff program will be held at the library Thursday November 16th
- n. Annie's Foundation will be at the Library Saturday November 18th handing out banned books.
- o. Mary reported the upcoming events for December as well.

VI. Unfinished Business

- a. Policy Review
 - i. Computer and Internet Use policies are documented and were distributed to all Board members. The Board reviewed the policy and suggested minor changes.
 - ii. Motion by Jenni McCrory, seconded by Jane Schaar to approve Computer and Internet Usage Policy with minor change to flash drive. Motion carried. (Unanimous)
 - iii. Collection Policy (Held over to January 2024 meeting)
 - iv. Weeding Policy (Held over to January 2024 meeting)
- b. Texas Roadhouse Fundraiser
 - i. Mary reported that we have not received a check from our fundraiser.

VII. New Business

- a. Library Director Evaluation
 - i. The personnel committee will be meeting for Mary's 6-month evaluation.
- b. 2024-2025 Budget Proposal
 - i. Mary reported that she met with Jason Kvidera regarding Library Budget for next year. Specifically, we are expecting our overall budget to increase 4% next year.
 - ii. Mary would like to propose raising staff hourly rate by \$.50 per hour. Mary will type up a summary of part time staff wages and how we want to allocate for next budget year.
 - iii. Board discussed a 3-year cycle for computer refresh.
- c. Fundraising
 - i. Board discussed fundraising for next year. One idea is reaching out to Businesses to name our meeting room.
 - ii. Board discussed Battery Park concert fundraiser serving beverages.
 - iii. Board discussed grants for specific items, such as Technology.

- d. Notary Public
 - i. Board agreed to charge \$5 for notary services.

VIII. Adjournment

Motion by Shari Zenor Kiple, seconded by Jane Schaar, to adjourn at 6:29 PM.

Motion carried. (Unanimous)

****NEXT MEETING: January 17, 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>