

**Library Board Meeting Minutes**  
**February 21, 2024 5:30 PM**  
**Sergeant Bluff Library**

**Call the board meeting to order** –Board President Michael Aguirre called the meeting to order at 5:31 PM with roll call:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Term Expiration</b>
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	Present	June 2027
Shari Zenor Kiple	Board Director	Present	June 2025
Shannon Maier	Board Director	Present	June 2029
Mary Torgerson	Library Director	Present	
Carol Clark	City Council Liaison	Present	

**I. Approval of Meeting Minutes**

Motion by Garry Clark, seconded by Shannon Maier, to approve the meeting minutes from January 17, 2023. Motion carried. (Unanimous)

**II. Approval of the Agenda**

Motion by Garry Clark, seconded by Jane Schaar, 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 January.
- c. Total January expenditures: **\$758.25**
- d. Motion by Garry Clark, seconded by Shannon Maier, to approve January expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. Councilwoman Carol Clark reported the city is very busy with budget season and expect to wrap up in a couple of weeks.
- b. Carol also mentioned the City is working on long term strategic planning.
- c. Jenni McCrory reported information from the Safe Streets Committee. In their latest meeting, Port Neal street was discussed the lack of sidewalks available for walkers.

**V. Library Director Report for January**

- a. Door Count for **January 423 patrons.**
- b. Librarian Mary Torgerson reported a line-by-line break out of the Books, DVDs, Bridges, Magazine and WhoFi listed in the agenda.
- c. Mary signed the Bridges agreement.

- d. Mary reported that the Library received a grant from the Community Action Team for \$2200. This will be used for programs such as the Community Garden. Mary will also use that grant money to purchase supplies for the Escape Room program.
- e. Mary reported on the Children’s Book Council. Mary submitted our Library as a voting site for an upcoming children’s book choice award. The Children’s Book Council would send all books to our Sergeant Bluff Library, that are up for voting. This voting lasts approximately 4-5 months. The deadline to apply is April 1<sup>st</sup>. The Sergeant Bluff library would be allowed to keep most of those books sent for free, a small percentage would be donated locally.
- f. The Sergeant Bluff Library is partnering with the Sergeant Bluff Fire Department for a fire safety project. The Library is accepting 9 Volt and AA batters in support of a program where children from our community would sign up to request home smoke alarm battery replacements. This program is scheduled for March and again in November as part of the Fire Department’s 100-year anniversary.
- g. Upcoming continuing education is a video on the “Magic of Libraries.”
- h. Bonnie McKewon, Director for State of Iowa Libraries, asked Mary if our Library would host a director’s roundtable meeting on May 21, 2024. This is a great opportunity to showcase our new Library.

**VI. Unfinished Business**

- a. Policy Review
  - i. Collection Policy: Motion by Michael Aguirre, seconded by Deb Collins, to approve the Collection Policy reviewed by the Board. Motion carried. (Unanimous)
  - ii. Personnel – City Handbook. The Library Board will follow the Sergeant Bluff City Personnel Handbook, for our Personnel policy.
- b. Tier Status – ADA Checklist Approval
  - i. Mary evaluated areas of the Library to ensure we are ADA compliant. We will need to add a hook in the bathroom. City personnel will assist. Mary will send the report to the State.
- c. Inventory Update
  - i. Mary reported we will start a yearly inventory sometime this year.
- d. Weather Plan
  - i. Will review again in a future meeting, Mary to review current weather policy.
- e. Story Walk Fundraiser
  - i. Mary came up with ideas for sponsorship. Mary is working on a formalized plan.
- f. Tier Status Survey Due February 28<sup>th</sup>
  - i. Tier 1 report is due by February 28<sup>th</sup> to the State of Iowa. Mary is on track to send in next week.
- g. Budget
  - i. The Board reviewed the final Library Budget for next fiscal year. Motion by Deb Collins, second by Shari Kiple, to approve the Library Budget for next fiscal year. Motion carried. (Unanimous)

**VII. New Business**

- a. Astronomer Dr. Todd Young from Wayne State College
  - i. There will be an Eclipse Program on April 2<sup>nd</sup> at 10:00 am (this is a no school day)
  - ii. Community Action Grant received will cover the cost of this program.
- b. New Legislation
  - i. Proposed legislation at the state of Iowa regarding potential future of actual Library Boards, was tabled.
- c. Texas Roadhouse Fundraisers: February 19<sup>th</sup> had a great turn out. Next fundraiser at Texas Roadhouse is March 27<sup>th</sup>

- d. Mary requested vacation time June 15<sup>th</sup> – 22<sup>nd</sup>. Board approved the vacation time for Mary.
- e. Mary is going to work on a policy that focuses on behaviors in the Library. (For example: Smoking, sleeping, etc)

**VIII. Adjournment**

Motion by Shari Kiple, seconded by Shannon Maier, to adjourn at 6:20 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: March 20, 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>