

Library Board Meeting Minutes
November 20, 2024, 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
Jane Schaar	Board Secretary	Present	June 2025
Alisha Elder	Board Director	Present	June 2027
Deb Collins	Board Director	Present	June 2027
Shannon Maier	Board Director	Present	June 2029
Lisa Lauters	Board Director	Present	June 2025
Shari Zenor Kiple	Board Director	Present	June 2025

Mary Torgerson	Library Director	Present	
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I. Approval of Meeting Minutes

Motion by Shannon Maier, seconded by Deb Collins, to approve the meeting minutes from October 16, 2024. 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 breakdown of all expenditures for the month of October and November.
- c. Total October / November expenditures: **\$2027.90**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve October and November expenditures.
Motion carried. (Unanimous)

IV. Public Comment

- a. No Public Comment

V. Library Director Report for September

- a. Door Count for **October 1046 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 a total of 27 programs in October, with 394 total participants.

- d. Puzzles and games are ready to be checked out to patrons.
- e. Mary reviewed the Community Action Team grant she submitted. The grant is to cover summer programming.
- f. The Library continues to have Highschool students volunteering.
- g. The local daycares continue to visit the Library on a routine basis.
- h. Mary reported on a couple safety concerns with patrons at the Library. Mary addressed the patrons and has identified safety plans and steps if needed in the future.
- i. Mary commented on the informative program held this past week "Tales of the Bluff". Great turn around and hundreds of views online.
- j. Mary reminded the Board of the upcoming December programs.
- k. Mary continues to offer programming at the Sergeant Bluff Senior Center.

VI. Unfinished Business

- a. 2025-2026 Budget
 - i. Mary went through the draft of the upcoming budget. Mary proposed a small increase for the hourly personnel in the upcoming budget. The board discussed an increase in the budget for summer programming and books.
- b. Election of Officers
 - i. Motion by Jane Schaar, seconded by Deb Collin to appoint Michael Aguirre Library Board President. Motion carried. (Unanimous)
 - ii. Motion by Shari Zenor Kiple, seconded by Deb Collins to appoint Shannon Maier Library Board Vice President. Motion carried. (Unanimous)
 - iii. Motion by Shari Zenor Kiple, seconded by Shannon Maier to appoint Jane Schaar Library Board Secretary. Motion carried. (Unanimous)
- c. 2023-2024 Annual Report
 - i. Mary reported on the Annual Report for 2023-2024
- d. November Continuing Education Class
 - i. The Board members completed November continuing education; "Open Meetings: It's the Law"

VII. New Business

- a. Winterfest Silent Auction
 - i. The Community Action team requested book baskets for Winterfest. The Board discussed and agreed to provide 1 basket.
- b. Accreditation Status – June 30, 2028
 - i. Mary reported that accreditation is pushed back to 2028.
- c. Thanksgiving and Christmas Eve Closure
 - i. The Library will be closed Thursday, Friday and Saturday of Thanksgiving. (November 28-30)
 - ii. The library will be closed Christmas Eve and Christmas Day. (December 24-25)
- d. Behavior Policy

- i. The Board reviewed the new Behavior Policy. Motion by Shari Zenor Kiple, seconded by Deb Collins to approve the Behavior Policy. Motion carried. (Unanimous)
- e. January Continuing Education Class
 - i. TED talk-Beyond Books: A Look into What Public Libraries Really Are

VIII. Adjournment

Motion by Jane Schaar seconded by Deb Collins, to adjourn at 6:23 PM.

Motion carried. (Unanimous)

****NEXT MEETING: December 18, 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>