

**Library Board Meeting Minutes**  
**February 19, 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:

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Term Expiration</b>
Michael Aguirre	Board President	Present	June 2029
Shannon Maier	Board Vice President	Present	June 2029
Jane Schaar	Board Secretary	Present	June 2025
Alisha Elder	Board Director	Present	June 2027
Deb Collins	Board Director	Absent	June 2027
Lisa Lauters	Board Director	Absent	June 2025
Shari Zenor Kiple	Board Director	Present	June 2025
Mary Torgerson	Library Director	Present	

**I. Approval of Meeting Minutes**

Motion by Shannon Maier, seconded by Shari Zenor Kiple, to approve the meeting minutes from January 15, 2025. 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 January.
- c. Total January expenditures: **\$1952.12**
- d. Motion by Jane Schaar, seconded by Shari Zenor Kiple, to approve January expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. No Public Comment

**V. Library Director Report for January**

- a. Door Count for **January 712 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 19 programs in January, with 290 total participants.
- d. Story Walk is now “Do Frogs Drink Hot Chocolate?”

- e. A local Sergeant Bluff resident made a \$1,000 donation. The Board appreciates the donation. Mary has used part of the donation for new books and a polaroid camera.
- f. Mary reported the City will pay for our ADA door.
- g. Board is looking into BenStar, as an option for Library cleaning supplies.
- h. Mary has been attending Zoom sessions: “Legal Landscape of the Librarianship Forum” This legislative (HF 274) being discussed at the State level.
- i. Board discussed another Texas Roadhouse fundraiser. More details to come on a date.
- j. Delta Kappa Gamma reached out to Mary to speak at their Convention in June in Des Moines.
- k. Michael met with SB-L Superintendent Chad Janzen. Superintendent Janzen had questions and an idea to fill their District Librarian vacancy at the SB-L CSD for next school year.
- l. Mary provided summer program calendars.

## **VI. Unfinished Business**

- a. Donor Wall Project
  - i. Mary provided various options for our Donor Wall. Board has the action to review the various options and provide feedback.
- b. ADA Door
  - i. The City has agreed to pay for the Library ADA door.
- c. Policy Review: Collection Policy
  - i. The Board discussed the Collection Policy. We will re-review next month. Mary will follow-up with other library Collection policies, particularly around reconsideration.
- d. February Continuing Education Class
  - i. The Board members completed February continuing education; “Do we still need Libraries?”

## **VII. New Business**

- a. QR Code Donor Options
  - i. The City approached Mary regarding a QR code, to be placed around town. Patrons around town could donate to the Library. Discussions underway how this could work and where this money would go. The Board to review this again in March.
- b. Upcoming Events and Summer Reading
  - i. Mary provided calendar of programs through August.
  - ii. Mary reported on events scheduled between now and the next board meeting.
- c. Petersen Memorial
  - i. Mary received \$1300 from the Dale Petersen memorial. Mary made a list of possible items to purchase with this money.
- d. March Continuing Education Class: The World’s Most Magnificent Libraries

## **VIII. Adjournment**

Motion by Jane Schaar, seconded by Shari Zenor Kiple, to adjourn at 6:30 PM.  
Motion carried. (Unanimous)

Respectfully submitted,  
Jane Schaar

Minutes are posted on the website at: <https://www.sergeantbluff.lib.ia.us/about/library-report>