

**Library Board Meeting Minutes  
December 18, 2024, 5:30 PM  
Sergeant Bluff 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	Vice President	Present	June 2029
Jane Schaar	Secretary	Absent	June 2025
Alisha Elder	Board Director	Present	June 2027
Deb Collins	Board Director	Present	June 2027
Lisa Lauters	Board Director	Present	June 2025
Shari Zenor Kiple	Board Director	Absent	June 2025

Mary Torgerson	Library Director	Present	
----------------	------------------	---------	--

**I. Approval of Meeting Minutes**

Motion by Shannon Maier, seconded by Alisha Elder to approve the meeting minutes from November 20, 2024. Motion carried. (Unanimous)

**II. Approval of the Agenda**

Motion by Alisha Elder, seconded by Shannon Maier to approve the agenda. Motion carried. (Unanimous)

**III. Financial Report and Approval of Expenditures**

- a. Board reviewed Library financial reports from the City. No issues or questions needed to be addressed.
- b. Library Director Mary Torgerson provided a line-by-line breakdown of November expenditures.
- c. There was an adjustment of \$5.88 to the previously approved November expenditures total due to unavailability of product on an Amazon order. This brought the total November expenditures down to \$1265.06 from the original \$1270.94.
- d. The Library's long unused checking account, which had been assumed to have a minimal balance, has a balance of \$3700. Future discussions will determine how the funds should be used and whether we need to close the account entirely.

**IV. Public Comment**

- a. No public comment

**V. Library Director's Report for November**

- a. Door count for November was 791
- b. Checkout of both physical books and eBooks/audio books through Bridges remain strong.
- c. Winterfest was a success!

- d. Both the story time and writer's workshop featuring author Jodi Adams had to be rescheduled for January 11<sup>th</sup> due to bad weather on the original date.
- e. There were 19 programs (14 for children and 5 for adults) in November with a total of 267 participants.
- f. The Musketeers have been invited to do a story time; we are awaiting their response.
- g. Much progress has been made in the cleaning and organizing of the storage rooms!
- h. There are several programs scheduled for January, to include an online program featuring the All Iowa Reads books, children's crafts, tech help at the senior center, and the monthly crochet and book club meetings.
- i. Mary will virtually attend the Legal Landscape of Librarianship Forum, February 18-20. She has signed up for multiple Zoom sessions throughout the three-day forum and will rely on Terri and Kimberly to cover the library desk as needed.

#### **VI. Unfinished Business**

- a. 2025-2026 Budget
  - i. Mary is still awaiting an assigned meeting time with the City.
  - ii. She plans to ask for a 3% increase to cover staff pay increases as well as an increase in budget for the Summer Reading program and book purchases.
- b. December Continuing Education
  - i. TED Talk – Beyond Books: A look Into What Public Libraries Really Are

#### **VII. New Business**

- a. How can we make the Library entrance safer and more accessible for all patrons?
  - i. Mary approached the City with a request for a handicap accessible front entrance door. She also expressed a willingness to look for possible grants that might be used to help with the project.
    - 1. Michael asked that she try to track the number of patrons who would benefit from a handicap accessible door for the next few months so that the information could be used in future talks with the City.
  - ii. The benefit of a dedicated, well-marked handicap parking space near the ramp in front of the main entrance was also discussed.
    - 1. What are the best ways to mark the space (sign, paint, or both)?
    - 2. The ramp area of the sidewalk should also be marked with paint to prevent possible falls.
- b. January continuing education
  - i. IPR "That Librarian"

#### **VIII. Adjournment**

Motion to adjourn by Deb Collins, seconded by Shannon Maier, 6:02 PM.  
 Motion carried. (Unanimous)

**\*\*NEXT MEETING: January 15<sup>th</sup>, 2025, 5:30 PM at Sergeant Bluff Public Library\*\***

Respectfully submitted,  
 Shannon Maier

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