

Sergeant Bluff Public Library Board Meeting
Wednesday, August 14, 2024, 5:30 pm
SBPL, 503 4th St. Sergeant Bluff, IA 51054

Board of Trustees:

Michael Aguirre (President)	[x] – term exp. June 2029
VACANT (Vice-President)	[] – term exp. June 2027
Jane Schaar (Secretary)	[] – term exp. June 2025
Deb Collins	[x] – term exp. June 2027
Shannon Maier	[x] – term exp. June 2029
Garry Clark	[x] – term exp. June 2025
Shari Zenor Kiple	[x] – term exp. June 2025
Mary Torgerson (Library Director)	[x]
Carol Clark, City Council Advisor	[x]
Andrea Johnson, City Council Advisor	[]

Call to Order

Board President Michael Aguirre called the meeting to order at 5:30 PM

Approval of the Minutes

Motion by Garry Clark, seconded by Deb Collins, to approve minutes of the 06/19/24 meeting. Motion carried. (Unanimous)

- a. Minutes are available on our website

Approval of the Agenda

Motion by Deb Collins, seconded by Shannon Maier, to approve the agenda. Motion carried. (Unanimous)

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 months of June and July, including Mid-Step Janitorial and Long Lines (now billed directly to SBPL), as well as annual Overdrive and Niche Academy charges
- c. Treasurer's report was discussed
- d. Total June and July expenditures: \$4727.18
- e. Motion by Shari Kiple, seconded by Garry Clark, to approve June and July expenditures. Motion carried. (Unanimous)

Public Comment (Carol Clark)

- a. Pioneer Valley Days parade and events were very successful
- b. Construction on middle section of First Street (with access to Oak Hills and Meadowbrook) should be finished by August 23, in time for school to start
- c. Kwik Star convenience store / gas station expects to start construction in Sgt. Bluff in April 2025, with completion in November 2025
- d. Six businesses are going into the former MCI facility

Librarian's Report / Comments

a. Door Count:	June – 1100	July – 1027	(May – 707)
b. Patrons added:	June – 32	July – 16	(May – 21)
c. Adult Books:	June – 241	July - 228	
d. Children/Teen Books:	June – 279	July - 429	
e. DVDs:	June – 32	July - 16	
f. Bridges			
	Audio books:	June – 248	July - 261
	eBooks:	June – 191	July - 160
	Magazines:	June – 3	July - 5
g. WhoFi Internet			
	Total usage:	June – 197	July – 139 (May – 207)
	Total time:	June – 254 hr 49 min	July – 239 hr 55 min
	Unique visitors:	June – 54	July – 49 (May – 67)
h. Programs			
	Children:	June – 6 (147)	July – 5 (218)
	Adult:	June – 1 (1)	July – 1 (0)
	Teen:	June – 4 (10)	July – 4 (18)
	Gen Interest:	June - 4 (282)	July – 3 (70)
	Total:	June – 15 (440)	July – 13 (306)

UNFINISHED BUSINESS

- a. Election of Officers – TABLED UNTIL SEPTEMBER, DUE TO BOARD VACANCIES
- b. New Board Member(s)
 - i. One vacancy exists now; another will be opening soon.
 - ii. 3 community members have submitted applications for the board:
(Alisha Elder, Lisa Lauters, Judy Monson)
 - iii. After discussion, the Board will send recommendations to Mayor that Alisha Elder and Lisa Lauters be appointed as members of the SBPL Board. One or both would be appointed in September given an expected upcoming

vacancy, or in staggered appointments. There was also discussion regarding Judy Monson's application. The SBPL Board has previously discussed a desire to partner more closely with the Sgt. Bluff Historical Museum Board, As a current member of the Museum Board, Judy is well positioned to serve as a volunteer liaison between the Museum and Library Boards to help foster further communication, programming and service projects to our community. Board President, Michael Aguirre will discuss further with the Museum Board.

- iv. Motion by Garry Clark, seconded by Shannon Maier, for Michael Aguirre to make this recommendation to the Mayor as outlined. Motion carried.
(Unanimous)
- c. Programming updates / Summer Reading Program
 - i. 766 children participated in Summer Reading Program!
 - ii. SBPL has received 562 books (thus far) for the Children's Choice Awards
 - iii. New books will be used for more community outreach to preschools / daycare facilities this fall
 - iv. Mary Torgerson will explore possibility of applying for intermediate books next time, to further expand our young adult offerings
 - v. Mary reported a parent is making a donation to purchase children's books from a specific series
 - vi. In September a Smokey the Bear program is planned, along with pop-up program for a 'no school' day
 - vii. Kim will attend training seminar for new program that replaces Iowa Learns
 - viii. New checkout options include a telescope, sewing machine and materials, games, and puzzles
 - ix. Another Girl Scout troop will be meeting twice monthly in our meeting room
- d. Iowa State Direct Aid Funds: \$700.45 submitted July
- e. Policy review for August: Meeting Policy
 - i. No changes anticipated
 - ii. Shari Kiple will review / format as needed
- f. Discussed August's class for continuing education (YouTube): "Did You Know 2023?" (approx 6 minutes) https://youtu.be/u_7G8Xy61zs?si=tsJEaku_8UcPkxYB

NEW BUSINESS

- a. Annual Report: Mary Torgerson will continue work on this; has data collected for entire year.
- b. Inventory: SBPL staff will work August 30-31 to review all materials and determine needs
- c. Senior Health Insurance Information Program (SHIIP) and Senior Medicare Patrol (SMP) office space for Lisa Lauter:

- i. Lisa Lauter would like to use SBPL space approximately 2x/month to meet confidentially with seniors regarding insurance issues
 - ii. She volunteers with SHIIP and SMP; with meetings by appointment only
 - iii. Mary Torgerson would post information within library
 - iv. Board approved Lisa Lauter's request, provided any / all clients realize SBPL has no connection to, nor liability for, such interactions
- d. September's class for continuing education: TED Talk – Are Libraries Still Relevant?
(approx. 17 min) https://youtu.be/sG7zYoUq_bs?si=ZqMX3R_Umd6tDTr

OTHER BUSINESS

Story Walk will partner with Warrior Ice next summer: will tie the book on the story walk to a flavor of Warrior Ice and promote the two together

ADJOURNMENT

Motion by Deb Collins, seconded by Shari Kiple, to adjourn the meeting at 6:36 PM; motion carried.
(Unanimous)

NEXT MEETING: Regular Board Meeting – Wed., September 18, 2024 @ 5:30 PM CDT

Respectfully submitted,
Deb Collins (for Jane Schaar)