

**Library Board Meeting Minutes**  
**May 15, 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
Jenni McCrory	Board Vice President	Present	June 2027
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	Absent	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 Jenni McCrory, seconded by Garry Clark, to approve the meeting minutes from April 24, 2024. Motion carried. (Unanimous)

**II. Approval of the Agenda**

Motion by Jane Schaar, seconded by Deb Collins, 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 April.
- c. Total April expenditures: **\$1837.96**
- d. Motion by Jenni McCrory, seconded by Jane Schaar, to approve April expenditures. Motion carried. (Unanimous)

**IV. Public Comment**

- a. Council woman Carol Clark recapped city business. Hope to have swimming pool open Memorial Day.
- b. Much work on 1<sup>st</sup> street for fiber optics.
- c. Survey crews are out for the 1<sup>st</sup> street project.
- d. Kiwanis pond still under construction to put a liner in to add water.

**V. Library Director Report for April**

- a. Door Count for **April 601 patrons.**

- b. Librarian Mary Torgerson reported a line-by-line break out of the Books, DVDs, Bridges, Magazine and WhoFi listed in the agenda. Mary reported on new patrons registered with a card. Internet and computer usage is very high.
- c. Story Walk stands are fixed, along with two alarms purchased. 185<sup>th</sup> Air Guard renewed for two more panels and sponsoring our July Story Walk
- d. Preschool reading is wrapping up this month for the school year. We will be back in the fall.
- e. Girl Scout registration tomorrow May 16<sup>th</sup> at the Library.
- f. Scheduling for summer reading is complete. Mary has bookmarks with information for the summer programs out to the schools.
- g. The planters are out, and Mary is finishing up last touches.
- h. Mary reported an increase in notary public activity.
- i. Mary will be on paid time off July 20-27.
- j. Tier 1 status renewed until February 2027.
- k. Mary is setting up a check-out process for games and puzzles.
- l. We are 1 of 80 libraries awarded the KBC local award voting. 300 books will start coming in August in batches. Kids will be voting September through February. 20% of the books will be donated once voting is complete.
- m. State Library meeting, lead by Bonnie McKewon, will be held at the Library Tuesday May 21<sup>st</sup>.

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

- a. Trustee Terms Update
  - i. No terms expire in 2024.
  - ii. Board member Jenni McCrory submitted her resignation. Her last board meeting will be in June.
- b. Continuing Education for May: Kernels! Online Trivia at the Library!
  - i. All Board members have reviewed the May continuing education.

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

- a. May Policy Review--Emergency
  - i. The Board reviewed the Emergency Policy. Mary will follow up on a couple of the items in the policy for clarification.
- b. Staff Evaluations
  - i. Mary completed staff evaluations today and recommended a 50 cent per hour raise for PT staff.
- c. Director Evaluations
  - i. The Board will start completing evaluation forms for Library Director.
- d. Continuing Education for June: ( YouTube) Deciphering Information in a Misinformation Culture [https://youtu.be/6ttx\\_\\_jTUBE?si=b6638gUQdlmEcsvg](https://youtu.be/6ttx__jTUBE?si=b6638gUQdlmEcsvg).

#### **VIII. Adjournment**

Motion by Deb Collins seconded by Jenni McCrory, to adjourn at 6:20 PM.  
 Motion carried. (Unanimous)

**\*\*NEXT MEETING: June 19, 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>