

## Library Board Meeting Minutes

March 20, 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:

Attendee Name	Title	Status	Term Expiration
Michael Aguirre	Board President	Present	June 2029
Jenni McCrory	Board Vice President	Present	June 2029
Jane Schaar	Board Secretary	Present	June 2025
Garry Clark	Board Director	Absent	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	Absent	

### I. **Approval of Meeting Minutes**

Motion by Jenni McCrory, seconded by Shannon Maier, to approve the meeting minutes from February 21, 2024. Motion carried. (Unanimous)

### II. **Approval of the Agenda**

Motion by Deb Collins, seconded by Jane Schaar, 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 February.
- c. Total February expenditures: **\$1146.18**
- d. Motion by Jenni McCrory, seconded by Jane Schaar, to approve February expenditures. Motion carried. (Unanimous)

### IV. **Public Comment**

- a. The Library part time staff reported that the Dr. Seuss program was fun and big success. The staff is looking forward to Swifty Day.

### V. **Library Director Report for February**

- a. Door Count for **February 691 patrons.**
- b. Librarian Mary Torgerson reported a line-by-line break out of the Books, DVDs, Bridges, Magazine and WhoFi listed in the agenda.
- c. We held 20 programs in February with a total of 339 participants.

- d. In April we will honor our volunteers and board members. Mary received 10 books centered around volunteering.
- e. Mary will work with City personnel and RTI for an issue we have with one of our computers.
- f. Mary will create a Gmail account for internal use.
- g. Mary is not going on vacation in June, instead Mary will be on vacation July 20<sup>th</sup>-27<sup>th</sup>.
- h. Tier status has been submitted to the state.
- i. Budget is final with no cuts.
- j. The Library received \$75 from the Texas Roadhouse fundraiser. Next fundraiser at Texas Roadhouse is March 27<sup>th</sup>.
- k. Eclipse glasses are available.
- l. The Library gave away 23 batteries in March.
- m. The American Library Association membership is due, \$162. Mary will renew for 2 years.
- n. Mary is looking into a MRHD grant for the Library. The Library would use the grant money for a technology refresh. Only one city department can apply for the MRHD each year. Mary will work with the City.
- o. Mary has made updates to the Library website.

## **VI. Unfinished Business**

- a. July 20<sup>th</sup>-27<sup>th</sup> Mary will take paid time off
- b. Story Walk Fundraiser Review
  - i. Mary brought a proposed Sponsor mailer for the Story Walk. Mary recommended we mail this out to local businesses. The Board agreed with this.
- c. Fundraising Ideas for 2024
  - i. Board continues to discuss fundraising options for 2024.

## **VII. New Business**

- a. March Policy Review--Circulation
  - i. The Board reviewed the Circulation Policy.
- b. Parks and Rec Partnership June 28<sup>th</sup>
  - i. The Parks and Rec Board decided to take their summer camp kids to the museum, park and to the library on June 28<sup>th</sup>. The library will do crafts. Mary is looking for volunteers to help.
- c. Movie Licensing
  - i. The Parks and Rec department has a movie licensing. Mary contacted Tyler with Parks and Rec, and the Library is allowed to use the moving license.
- d. Calendar Review
  - i. Mary provided a programs calendar for the next 4 months. Board members are encouraged to attend any of the programs or volunteer.
- e. Sponsors
  - i. Mary asked the Board if she can approach local businesses for coupons or small free items to give away at the library. The Board saw no problem and gave Mary the go ahead.

- ii. The Board discussed Friends of the Library vs Foundation boards. Siouxland Foundation might be a place to start the conversation.
- f. April Continuing Education: Kernels! Unmuseuming Your Library
  - i. The Board members education for April is available to review.

**VIII. Adjournment**

Motion by Deb Collins seconded by Jenni McCrory, to adjourn at 6:17 PM.

Motion carried. (Unanimous)

**\*\*NEXT MEETING: April 17, 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>