

Library Board Meeting Minutes
October 16, 2024, 5:30 PM
Sergeant Bluff f Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:31 PM with roll call:

| Attendee Name | Title | Status | Term Expiration |
|----------------------|----------------------|---------------|------------------------|
| Michael Aguirre | Board President | Present | June 2029 |
| Jane Schaar | Board Secretary | Present | June 2025 |
| Alisha Elder | Board Director | Present | June 2027 |
| Deb Collins | Board Director | Present | June 2027 |
| Shannon Maier | Board Director | Absent | June 2029 |
| Garry Clark | Board Director | Present | June 2025 |
| Shari Zenor Kiple | Board Director | Present | June 2025 |
| Mary Torgerson | Library Director | Present | |
| Carol Clark | City Council Liaison | Present | |

I. Approval of Meeting Minutes

Motion by Deb Collins, seconded by Shari Zenor Kiple, to approve the meeting minutes from September 18, 2024. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Garry Clark, seconded by Shari Zenor Kiple, 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 September.
- c. Total September expenditures: **\$4081.99**
- d. Motion by Jane Schaar, seconded by Deb Collins, to approve September expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. Councilwoman Carol Clark reported that 1st street construction is scheduled to finish in November.
- b. Carol commented she has one more council meeting next week before rolling off.
- c. Carol publicly thanked the entire Library Board and Staff for all their work and effort in making this Library what it is today. The Board in turn thanked Carol for all her years of service to the City and to the Library.

V. Library Director Report for September

- a. Door Count for **September 702 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. New computers are set up and working great.
- d. Mary reported we had 12 kids programs in September, 7 adult programs for a total of 347 program goers.
- e. Thank you to the Girl Scouts for their \$500 donation to the Library.
- f. The Library staff has the board games and puzzles available now to check out, along with the telescope. Mary is setting up criteria for checking out and borrowing.
- g. Crochet class is the 4th Thursday of the month at 5:30 pm. The crochet group calls themselves Stitches and Stories. All are welcome.
- h. Mary reported sewing machine is set up.
- i. Thank you to RTI for setting up chrome books and our firewall.
- j. "Tales from the Bluff" program is Monday November 18th from 6:00-7:00 pm.
- k. Author Jodi Adams is coming December 14th for story time.
- l. Scam alert program at the Senior Center was a bit hit, with a great turn out. Mary will be at the Senior Center the 2nd Tuesday of each month for a program.
- m. Mary reported appointments coming for SHIIP and SMP.
- n. Mary and Michael are looking into a panic button for the Library.
- o. Mary hosted the SBL Kindergarten classes, approximately 130 kids enjoyed their field trip to the Library.
- p. The Library will partner with Goodwill for job assessment and shadowing.
- q. All Iowa Reads 2025 announcement will be October 17 at 10:00 am

VI. Unfinished Business

- a. Board Member Resignation
 - i. The board officially thanked Garry Clark for his service to the Board. This is Garry's last meeting serving on the Board.
 - ii. The Board welcomed Lisa Lauters. Lisa is taking the open board seat.
- b. Election of Board Officers
 - i. Tabled for the November Board Meeting
- c. Policy Review for October: Financial Card Policy, Story Walk Fundraising Policy
- d. October Continuing Education Class
 - i. The Board members completed continuing education; "How to Design a Library that makes Kids want to read".

VII. New Business

- a. Community Action Team Grant Proposal
 - i. Mary will be approaching the Community Action Team for grant money for summer programming.
- b. Annual Budget 2025-2026

- i. Mary reported she is starting to work on the annual budget for next year.
- c. November Continuing Education Class
 - i. The Board is assigned to complete the following continuing education class: “Open Meetings: It’s the Law”.

VIII. Adjournment

Motion by Jane Schaar seconded by Deb Collins, to adjourn at 6:36 PM.

Motion carried. (Unanimous)

****NEXT MEETING: November 20, 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>