

SERGEANT BLUFF PUBLIC LIBRARY

Board Meeting Minutes

July 19, 2023 5:30 PM

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 |
| 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 | Present | June 2025 |
| Shannon Maier | Board Director | Present | June 2029 |
| Mary Torgerson | Library Director | Present | |
| Andrea Johnson | City Council Liaison | Absent | |
| 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 June 21, 2023. 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 June.
- c. Total June expenditures: **\$865.58**
- d. Motion by Jenni McCrory, seconded by Jane Schaar, to approve June expenditures. Motion carried. (Unanimous)

IV. Public Comment

- a. No Public Comment.

V. Library Director Report

- a. Door Count for **June 749 patrons**.
- b. Mary reported a line-by-line break out of the Books, DVDs, and Bridges, Magazine and WhoFi in the agenda.
- c. Mary reported the Summer Reading programs went well, with great participation.
- d. Mary reported the Library will offer an Online Teen Reading Club as an extension to our Summer Reading program.
- e. The program with Melanie Milburn was a success. We would like her to come back again.
- f. Art Gallery showing coming up, next Thursday July 27th 5:00-6:00 PM.
- g. There is a virtual program scheduled for Monday August 14th with an astronomer. There is an Eclipse coming in October. The library will host an Eclipse program on Saturday October 14th 10:30 am – 2:00

PM Mary has permission from the City to block off a small portion of the street in front of the library for this program.

- h. Mary filled out a couple forms for the State of Iowa.
- i. Mary investigating options to have an adult program for ghost stories in October.
- j. Mary included calendars in the agenda for the coming months.
- k. Mary reported on next steps in the Pocket Park idea. Mary will meet with Aaron Lincoln before our next meeting.

VI. Unfinished Business

- a. Circulation Policy Review and Amendment
 - i. The Board reviewed the Circulation Policy and the recommendations for changes.
 - ii. The Board will vote for approval at the next meeting.
- b. Emergency Policy Review and Amendment
 - i. The Board reviewed the Emergency Policy.
 - ii. The Board will vote for approval at the next meeting.
- c. Pioneer Valley Update
 - i. Kofi Dennis, African Drummer, will be at the Library on Friday August 11th.
 - ii. Parade will be at 6:30 pm Friday August 11th. Candy donations are appreciated and can be dropped off at the Library. We may be able to partner with Police or Fire Department transportation in the parade.
 - iii. Face Painting is Saturday August 12th 11:00 am – 4:00 PM. Mary is looking for high school volunteers to help. Mary will have a wish list of books the library would like, with a donation jar or signs.
 - iv. For any board members volunteering on Saturday, please bring your own lawn chair and a water.

VII. New Business

- a. Solar Eclipse Program
 - i. Saturday October 14th 10:00 am -2:00 pm
- b. New Board Member Resources
 - i. Board President Michael shared new member resource information with our new board members. The materials were also made available to the entire Board, as it's a good refresher to review.
- c. Iowa Open Meeting Laws
 - i. President Michael shared a reminder with all board members about the importance of Iowa Open Meeting laws and to remain diligent about those requirements.

VIII. Adjournment

Motion by Deb Collins, seconded by Shari Zenor Kiple, to adjourn at 6:33 PM.

Motion carried. (Unanimous)

****NEXT MEETING: September 20, 2023, 5:30 PM at Sergeant Bluff Public Library****

Respectfully submitted,
Jane Schaar