

SERGEANT BLUFF PUBLIC LIBRARY
Board Meeting Minutes
September 20, 2023 5:30 PM

I. Call the meeting to order – President Michael Aguirre called the meeting to order at 5:31 PM.

| Attendee Name | Title | Status |
|----------------------|----------------------|---------------|
| Michael Aguirre | President | Present |
| Jenni McCrory | Vice President | Present |
| Jane Schaar | Secretary | Absent |
| Garry Clark | Director | Present |
| Deb Collins | Director | Present |
| Shari Kiple | Director | Present |
| Shannon Maier | Director | Present |
| Mary Torgerson | Library Director | Present |
| Carol Clark | City Council Liaison | Present |
| Andrea Johnson | City Council Liaison | Absent |

I. Approval of the Minutes

Motion by Garry Clark, seconded by Jenni McCrory, to approve minutes of the 07.19.2023 meeting. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Deb Collins, seconded by Shari Kiple, to approve the agenda. Motion carried. (Unanimous)

III. Financial Report and Approval of Expenditures

- a. Board reviewed the City's financial report
- b. Mary Torgerson reported a line-by-line breakdown of all expenditures for July and August
- c. Total July expenditures: **\$2521.52**; August expenditures: **\$1540.49**
- d. Motion by Garry Clark, seconded by Shari Kiple, to approve July and August expenditures. Motion carried. (Unanimous)

IV. Public Forum (Carol Clark)

- a. Carol Clark reported that longtime Sgt. Bluff business person Leigh Starr is retiring and invited board members to congratulate Leigh on her career of service to the community

- b. Carol shared that Kirk Moriarty was appointed to fulfill remainder of Bill Gaukel's City Council term
- c. Carol stated Sgt. Bluff Parks and Recreation has a new employee - Nick (a USD grad, previously on staff with Sioux City Parks & Rec) is the new Recreation Supervisor

V. Librarian's Report / Comments

- a. Door count for July: **609**; August: **592**
- b. Patrons added: July: **23**; August: **24**
- b. Mary Torgerson reported a line-by-line breakout of the books, DVDs, Bridges materials, and WhoFi usage for July and August
- c. **July:** Mary met with Bonnie McKewon (State library); adjusted schedules for assistants Terri and Kim to allow them to take classes at work (1 hour); finished Summer Reading program (6 sessions / 151 students); and held an Art Show to showcase children's work. She'd like to add more sessions next summer (including time for gardening): twice weekly in June, weekly in July, and 2 sessions in August. Her teen group plans to continue with their book club.
- d. **August:** Mary met with SB-L Sup't Chad Janzen to discuss school / library collaboration; hosted Kofi Dennis (storyteller / singer who uses African lore and drums to teach tolerance and unity); organized SBPL participation in Pioneer Valley Days parade and face painting for PVD; hosted zoom session with astronomer Kevin Manning who explained stars, the sun, and the solar eclipse; zoomed with a rep from Niche Academy (which she'll soon connect to our website); met with Susan Iverson from Iowa State Extension re: using SBPL facilities for nutrition-based classes in January; designed a display to honor 9/11; organized an SBPL donation night at Texas Roadhouse (\$260 total in contributions and donations will be used for a circulation desk chair and children's programming); hosted a back-to-school story and craft activity; hosted a "Read to Me: Dogs" activity; planned a railroad safety week; renewed the Canva subscription; developed a preschool storytimes monthly calendar; met with architect who said plans for pocket park are coming along - should hear about grant application later this month, and will present proposal to City ASAP; reported to City Council and invited members to SBPL programs; and applied for a \$500 Target grant to purchase STEM kits for all ages
- e. Mary presented Seniors volunteer program through Iowa Works; board decided not to participate at this time
- f. Alarm system is ready for use; one code will be used
- g. **September:** Local authors presenting tomorrow (9.21.23) from 6-7 PM
- h. **October:** SBPL will host a watch party for eclipse on 10.14.23 (hands-on activities and crafts for kids; street in front of SBPL will be closed; Board recommended inviting Kate's restaurant and Sgt. Bluff Museum to participate); Tell Me a Ghost Story (10.19.23, 6-7 PM); Halloween story and craft (10.27.23, 10 AM - 2 PM); Parks and Rec Halloween Trail (10.28.23, 2-5 PM)
- i. Marvel Multiverse Role Playing Game (like Dungeons and Dragons, with Marvel characters) will be offered the first Saturday of each month, 12:30-2:30
- j. Mary stressed importance of collaboration between SBPL and Parks and Recreation;

she looks forward to working with new Recreation Supervisor

k. Mary discussed a number of cost-saving measures for the purchase of several SBPL supplies, including printer ink and paper

l. At request of City Council, Mary surveyed Board re: 4th of July fireworks policy

VI. Unfinished Business

a. Shari Kiple will continue to work on amendments to Circulation Policy and Emergency Policy and present those next month

b. Mary presented several opportunities for Board education and asked directors to let her know as they complete courses toward the required 5 hrs / yr

VII. New Business

a. Board discussed elected positions. Deb Collins made the motion, seconded by Garry Clark, that all current SBPL officers maintain their positions for another year; motion carried. (Unanimous)

b. Mary requested and received approval to seek sponsorships for SBPL programs that require a significant fee (i.e., Dinosaurs - \$450.) Board will revisit issue next month; subcommittee for fundraising may also be established

c. Mary will investigate grant opportunities for an AED for SBPL

d. Mary and staff are researching Seed Libraries, where seeds are provided to patrons in spring; those who plant them harvest new seeds in the fall, and return them to the library

e. Mary would like to offer small Sgt. Bluff promotional items as tokens of thanks to presenters at SBPL; Carol Clark asked her to contact City Hall for them

f. Mary thanked staff and Board for their support during her daughter's recent illness

VIII. Adjournment

a. Motion by Jenni McCrory, seconded by Shari Kiple, to adjourn at 6:31 PM. Motion carried. (Unanimous)

****NEXT MEETING: Wednesday, October 18, 2023, 5:30 PM****

Respectfully submitted,
Deb Collins for Jane Schaar