Library Board Meeting Minutes
January 21, 2026, 5:30 PM
SBPL, 503 4th St., Sergeant Bluff, IA 51054

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
Shannon Maier	Board Vice President	Absent	June 2029
Jane Schaar	Board Secretary	Absent	June 2031
Alisha Elder	Board Director	Present	June 2031
Deb Collins	Board Director	Present	June 2027
Lisa Lauters	Board Director	Present	June 2027
Vacant			June 2031
Mary Torgerson	Library Director	Present	

I. **Approval of Meeting Minutes**

Motion by Lisa Lauters, seconded by Deb Collins to approve the meeting minutes from December 17, 2025. Motion carried. (Unanimous)

II. **Approval of the Agenda**

Motion by Alisha Elder, seconded by Lisa Lauters, to approve the agenda. Motion carried. (Unanimous)

III, **Financial Report and Approval of Expenditures**

a. The Board reviewed the Library financial report from the City with questions addressed.
b. Library Director Mary Torgerson reported a line-by-line breakdown of all expenditures for the month of December.
c. Mary also noted the problems she is having with Amazon deliveries, and that she is exploring other publishers/suppliers, such as Penworthy, to order books from.
d. The necessity of spending any remaining funds from the Missouri River Historical Development (MRHD) grant by June was noted. The Board also discussed donations from two donors in the amounts of $500 and $100.
e. Total December and January expenditures **$2695.84**

f. Motion by Lisa Lauters, seconded by Alisha Elders, to approve December and January expenditures. Motion carried. (Unanimous)

IV. **Public Comment**

None

V. **Library Director Report for December**

a. Door count for December - 621 patrons.
b. Library Director Mary Torgerson provided a line-by-line breakdown of book and DVD checkouts, Bridge's ebook and magazine circulation, new patrons, and WhoFi usage numbers as listed in the agenda.
c. Mary reported that the Library hosted 21 programs in December with a total of 199 participants.
d. Mary informed the Board that KTIV would be featuring SBPL on the 6 PM news on Wednesday, January 23, 2026 and again during their morning programming on Thursday, January 24, 2026 regarding the program "A Journey Back with a Holocaust Survivor" that is currently happening at the Library through January 30th.
e. The Library will have a table for library card sign-up and promotion at the schools during parent teacher conferences. Possibly at the Primary School this spring (March 24 and 26) and the Elementary/Middle School during fall conferences.
f. The Middle School has requested that Mary facilitate a book club from 1:50-2:40 PM on Tuesdays and Fridays. Mary has invited students to come to the SBPL, but has let them know that she is not able to go to the Middle School more than twice a week.
g. The Holocaust VR Experience is up and running through January 30th.
h. Future budget and Tier standing through 2030 - SBPL has met all requirements for advancement to the next Tier level except the budgetary ability to hire more employees and expand open hours. This will not likely change before 2030.
i. The program Stitches and Stories has been revamped to include crafters of all types. It has been renamed Stitches and Stories, Crafts and Creations and will continue to be held on the 4th Thursday of every month from 6-7 PM.
j. We are in phase 2 of filing for a Science STEM kit grant and should know by March if we will receive it.
k. Chairs - 30 were purchased from an H & R Block that was closing.

VI. **MRHD Grant Update**

a. Items purchased with grant money: Shelving units for the Library of Things, children's area rug, fishing game, ducks, revamping spinners for DVDs (4H project).
b. MRHD grant money must be spent by June.
c. Budget Meeting - Monday, January 26, 2026, 5:30 PM. Mary will request a 5% increase to the SBPL budget. 2030 is likely the year that the City of Sergeant Bluff will not have to borrow to meet obligations. SBPL will be developing 5 and 10 year plans to address possible growth.

VII. **New Business**

a. Monthly Policy Review - **Behavior** - Mary and Shari Kiple will be meeting to review and reformat the Behavior policy so that it is consistent with our other policies.
b. New Board Member - an application was received from Rick Zarkos and will be forwarded to the City Council for review after the application period closes on January 31st.
c. Librarian Recertification - Mary has recertified until 2028.
d. Library Programming - Mary provided Board members with programming calendars for February through April.
e. February Continuing Education for Board Members - Stats & Stories (Part 1), Combining Data and Narrative. https://www.youtube.com/watch?v=hCTLlMudSik

VIII. Adjournment

Motion by Alisha Elder, seconded by Lisa Lauters, to adjourn at 6:32 PM. Motion carried. (Unanimous)

****NEXT MEETING: February 18, 2026, 5:30 PM at the Sergeant Bluff Library****

Respectfully submitted,
Shannon Maier

Minutes are posted on the website at: https://www.sergeantbluff.lib.ia.us/about/library-board