Library Board Meeting Minutes
December 17, 2025 5:30 pm
Sergeant Bluff f 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
Shannon Maier	Board Vice President	Present	June 2029
Jane Schaar	Board Secretary	Present	June 2031
Alisha Elder	Board Director	Present	June 2031
Deb Collins	Board Director	Present	June 2027
Lisa Lauters	Board Director	Present	June 2027
Shari Zenor Kiple	Board Director	Present	June 2031
Mary Torgerson	Library Director	Present	

I. Approval of Meeting Minutes

Motion by Deb Collins, seconded by Shari Zenor Kiple, to approve the meeting minutes from November 19, 2025. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Deb Collins, 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 line-by-line breakdown of all expenditures for the month of November.
c. Total November and December expenditures **$2156.39**
d. Motion by Jane Schaar, seconded by Shannon Maier, to approve November and December expenditures.
   Motion carried. (Unanimous)

IV. Public Comment

a. Merry Christmas

V. Library Director Report for October

a. Door Count for **November 724 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. Mary reported that 22 programs were held in November for a total of 288 participants.
d. Donation received from United Methodist Women's Group and from the McGuirk family. The Library also received a donation from MidAmerican Energy and Zyzda Foundation.
e. Winterfest was a success last weekend.
f. Partnership with Middle School kids went well.
g. The Board decided to hold off on the StoryWalk braille until March/April when it's warmer. Mary ordered the next 3 stories.

VI. Unfinished Business

a. Policy Review – Financial Card Policy
    i. Policy review and updating in progress.
b. MRHD Grant Update
    i. Mary recommended items that can be purchased with our MRHD grant money.
    ii. Mary to formalize a list and placement of these items and obtain pricing. Mary will check with other Libraries like Omaha for gently used bookshelves.
c. December Continuing Education
    i. The Board reviewed the continuing education for December, "Why Everyone Stopped Reading".

VII. New Business

a. Upcoming Events
    i. Teddy Bear sleep over coming up over the Winter school break, along with an interactive movie. Lessons of the Holocaust program with several stations available in the Library to view January 19th – 31st.
    ii. The Board is advertising for the open Library Board seat, taking applications until January 31st.
b. No January continuing education.

VIII. Adjournment

Motion by Jane Schaar, seconded by Deb Collins, to adjourn at 6:30 PM.
Motion carried. (Unanimous)

****NEXT MEETING: January 21, 2026, 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