Library Board Meeting Minutes
March 18, 2026 5:30 pm
Sergeant Bluff f Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:34 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
Vacant	Board Director		June 2031
Mary Torgerson	Library Director	Present	

I. Approval of Meeting Minutes

Motion by Deb Collins, seconded by Shannon Maier, to approve the meeting minutes from February 18, 2026. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Shannon Maier, 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 February.
c. Total February expenditure is $**1923.20**
d. Motion by Jane Schaar, seconded by Alisha Elder, to approve February expenditures. Motion carried. (Unanimous)

IV. Public Comment

a. N/A

V. Library Director Report for February

a. Door Count for **February 753 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 24 programs were held in February for a total of 298 participants.

d. Mary met with Tim from the Advocate. Mary plans to send Tim information for Brialle on the StoryWalk, along with Science Across America as well. Tim will write an article for the Advocate.
e. Mary reported that the Library used the MHRD grant money to purchase laminating rolls, shelving, security system, solid foam, wireless scanners and receipt printer.
f. Room rentals increasing at the Library, Mary to pull up the Room Rental agreement for review.
g. Mary discussed our current form receipt and will review that again as donations are increasing.
h. Mary provided a legislative update regarding state of Iowa and their potential future impact over Iowa Libraries.

VI. Unfinished Business

a. New Board Member
    i. Our previous candidate is unable to take the open Board position. The search continues for a new Board member.
b. Budget Proposal
    i. Mary proposed a 5% increase for staff across the board. The plan is for Mary and Michael to finalize specifics and discuss with the Library Board personnel sub-committee. Then the final proposal will be discussed in the April Library Board meeting. Following the April Library board meeting, the proposal will be submitted to the City Council for final approval.
c. March Continuing Education
    i. The Librarian – on PBS was viewed by Board members for March continuing education.

VII. New Business

a. Future Revenue
    i. The Library expects to receive $240 from SHIIP, $500 from Science Across America, $941.69 from Norma Jean Warner Trust, and $500 from MidAmerican.
b. Pioneer Valley Days
    i. Mary reported that PVD kicks off Wednesday August 12th. Mary is planning youth activities during PDV and the Library will participate in the parade.
c. Room Rentals
    i. Mary will review the current Room Rental agreement, due to increase in rentals.
d. April Continuing Education
    i. Mary provided a link to a news article. The Board will review this for April.

VIII. Adjournment

Motion by Lisa Lauters, seconded by Shannon Maier, to adjourn at 6:25 PM.
Motion carried. (Unanimous)

****NEXT MEETING: April 15, 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