Library Board Meeting Minutes
May 20, 2026 5:30 pm
Sergeant Bluff f Library

Call the board meeting to order –Board President Michael Aguirre called the meeting to order at 5:30 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	Absent	June 2027
Vacant	Board Director		June 2031
Mary Torgerson	Library Director	Present	

I. Approval of Meeting Minutes

Motion by Deb Collins, seconded by Alisha Elder, to approve the meeting minutes from April 15, 2026. Motion carried. (Unanimous)

II. Approval of the Agenda

Motion by Jane Schaar, seconded by Shannon Maier, to approve the agenda with the addition of Financial Policy in New Business. 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 April.
c. Total April expenditure: **$6799.14**
d. Motion by Jane Schaar, seconded by Deb Collins, to approve April expenditures. Motion carried. (Unanimous)

IV. Public Comment

a. No Comment.

V. Library Director Report for April

a. Door Count for **April 865 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 30 programs were held in April for a total of 568 participants.

d. Mary reported May has already been a busy month.

VI. Unfinished Business

a. Vacant Board Position
    i. Alicia Schaben applied for the open Board position. Motion by Shannon Maier, seconded by Deb Collins, to approve Alicia Schaben's application. Motion carried. (Unanimous)
b. End of Year Purchases
    i. Mary discussed in detail the fiscal year end purchases.
c. STEM Grant
    i. Mary reported that the Library won a $1500 STEM grant. Mary will purchase STEM kits that can be checked out by patrons.
d. May Continuing Education: "Will the Pigeon Graduate?"
    i. This book was discussed and reviewed by the Board.

VII. New Business

a. Policy Review – Emergency
    i. Board reviewed the Emergency policy and provided feedback. Mary will make minor updates to the policy. The Board will review again.
b. Staff Evaluations
    i. Mary provided an update on staff evaluations. The personnel committee will review. Michael will send Mary's evaluation to all Board members by end of the month.
c. Financial Policy
    i. Motion by Alisha Elder, seconded by Jane Schaar, to add name or "Sergeant Bluff Public Library" to Library supplemental savings account managed by Michael Aguirre at Pioneer Bank ending in 1309, to process miscellaneous deposits of checks made out to the Sergeant Bluff Public Library to this account for designated project spending. No change to signatory authority required. Motion carried. (Unanimous)
d. Donations
    i. Mary reported a patron donation was received for $250.
    ii. Sergeant Bluff is one of 2 Iowa libraries to receive "NASA @My Library" donated science kits to be used in summer programming. The Library can keep these science kits.
e. June Continuing Education: "Science Across America" www.starnetlibraries.org
    i. The Board will review this training video before next month's meeting.

VIII. Adjournment

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

****NEXT MEETING: June 17, 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