

SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES

JANUARY 10, 2024

This meeting will be held in person and via Zoom (Z), an accepted internet method of meeting with members who may attend online, if requested.

BOARD MEMBERS PRESENT: Gregg Broermann, Jenny Burkhiser, Dan Cox, Mims Henstorf, Eric Holste-Z, Jennifer Jones, Amy Miller, Justin Trowbridge, Chris Wiebold, Adam Wright-Z

BOARD MEMBERS ABSENT: Mary Anne Gibson, Melinda Kirby

ALSO PRESENT: Carrie Falk, Library Director; Jon Eric Brantner, City Council Representative

- I. CALL TO ORDER:** The meeting of the Shenandoah Public Library Board of Trustees was called to order by President Jennifer Jones at 4:30 p.m. on Wednesday, January 10, 2024 in the library auditorium.
- II. PUBLIC FORUM:** Welcome to Jenny Burkhiser who will fill the vacancy left after the resignation of Marilyn Bayless.
- III. READING OF THE MINUTES:** A motion was made (Gregg/Justin) and passed to approve the minutes of the December board meeting.
- IV. COMMUNICATIONS:** Thank you received from the donor for the library replacing the frame and having the donated painting touched up after it had been damaged in shipping. The painting will be hung in the Carnegie Room.
- V. REPORT OF THE DIRECTOR:** (Included)
- VI. REPORT OF THE FRIENDS:** None
- VII. COMMITTEE REPORTS:**
 - A. Budget:** On track
 - B. Building:** Roof leaking in Joy's office again, so Integrity Roofing has been asked to come look at roof again. Carrie will contact the architect for an update on progress for the amphitheater sunshade.
 - C. Operations - Director's Evaluation:** The Library Director evaluation forms for Carrie's yearly review were provided to the trustees, who are asked to complete and return to Jennifer by Monday, January 29, 2024.
 - D. Policy:** None
- VIII. PAYROLL AND BILLS:** Motion to pay bills (Justin/Chris) was approved.
- IX. UNFINISHED BUSINESS:**

- A. Trustee Training in Red Oak:** Trustee training will be held in Red Oak on Monday, January 22, 2024. Carrie and Jenny will plan to attend, and Dan may also. Anyone else who would like to attend are asked to contact Carrie. Plan is to carpool from the library, leaving at 5:30 pm on January 22. This is a Trustee continuing education session.
- B. Legislative Visit:** The legislative visit held at the library on Monday, December 11, 2023 went very well with approximately 40 people in attendance, including those from City Council, the Mayor, police, citizens and library trustees.

X. NEW BUSINESS:

- A. Welcome New Trustee:** Thank you to Jenny Burkhiser for her interest and acceptance to fill the vacancy on the Board.
- B. FY2025 Budget:** Carrie had FY2025 budget workshop with city officials on Thursday, January 4, 2024. Not much change in the budget from FY2024 to FY2025, with only a few line items showing an increase, the main being an increase in Salaries for a cost of living increase. Monies from the Wilson Trust are now shown as line items in the City Budget. This gives clarity as to the transfer of Wilson funds from the Library to the City. The FY2025 Library budget should be available for the Board's final review at our February meeting.
- C. Foundation Update:** The Foundation was pleased to have received over \$7,000 from the annual December fundraising letter. It has been used to purchase new electronics for the Children's and Teen sections.
- D. Art Exhibit by Flying Cow Studio:** An art exhibit by all ages, sponsored by the Flying Cow Studio, is being displayed throughout the library between Wednesday, January 10 and Tuesday, January 16, 2024.

XI. FUTURE AGENDA ITEMS:

- A. Amphitheater Sunshade Update**
- B. FY2025 Budget**
- C. Red Oak Trustee Training Recap**

- XII. ADJOURNMENT:** Motion to adjourn (Justin/Chris) was passed and the meeting was adjourned at 5:20 p.m.

The next board meeting will be held Wednesday, February 7, 2024 at 4:30 p.m.

Respectfully submitted,

Mims Henstorf, Secretary _____

Jennifer Jones, President _____