

**SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES**  
**February 5, 2025**

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

**BOARD MEMBERS PRESENT:**, Jenny Burkhiser (Z), Mary Anne Gibson (Z), Eric Holste (Z), Dan Cox, Chris Wiebold, Jennifer Jones, Adam Wright (Z) Amy Miller and Justin Trowbridge.

**BOARD MEMBERS ABSENT:** Gregg Broermann , Melinda Kirby and Mims Henstorf.

**ALSO PRESENT:** Carrie Falk, Director; Jon Brantner Council Representative

**I. CALL TO ORDER:** The meeting of the Shenandoah Public Library Board of Trustees was called to order by President Dan Cox at 4:30 p.m. on Wednesday, February 5, 2025, in the Carnegie Room.

**II. PUBLIC FORUM:** none

**III. READING OF THE MINUTES:** The minutes of the past board meeting were read through email. Motion to approve made (Amy/Jennifer) and passed.

**IV. COMMUNICATIONS:** none

**V. REPORT OF THE DIRECTOR:** Carrie reported it was time to sign our annual letter of agreement with Bridges and that the Page County Libraries turned in their request for funding to the Board of Supervisors with the annual report to be given on Tuesday, February 25<sup>th</sup> .

**VI. REPORT OF THE FRIENDS:** \$2,080.05 has been raised through the second Sweater Sale in January and a third one may be coming up.

**VII. COMMITTEE REPORTS:**

- A. Budget:** Looking at a 2<sup>nd</sup> budget workshop with all general fund departments. Don't have current figures from City Hall for January spending totals.
- B. Building:** Carrie handed around a copy of the timeline for the Sunshade project. The elevator is currently locked out due to an oil leak in the jack packing It may be a few weeks before Otis can get down to do the repairs. Waiting to see a quote on the cost. Questions about help from insurance or maintenance contract. Carrie will look into those possibilities.
- C. Operations:** no report
- D. Policy:** New Social Media and Website Policy. Combined into one. The committee reviewed the city policy along with the library's new policy. This policy was borrowed

from the Manhattan, KS Public Library's policy. Motion to adopt new policy (Jennifer/Justin) passed.

### **VIII. PAYROLL AND BILLS:**

- A. Motion to pay bills (Justin/Amy) was made and approved

### **VIX. UNFINISHED BUSINESS:**

- A. Director's evaluation was compiled by President Dan Cox. He reviewed the evaluation with Carrie on January 29<sup>th</sup>. It was a glowing evaluation for Carrie, she does a wonderful job.
- B. Life Size Sorry! was a hit. Both MAY Mentoring and the public enjoyed the chance to play several rounds of the game.

### **X. NEW BUSINESS:**

- A. The Library got a good deal on a lease return and has leased a color copy machine. The 5 year lease is \$149 a month so \$1,800 annually with copies paid quarterly. The charge will be 50 cents per copy.
- B. Motion to pay the monthly HotSpot bill from US Cellular from the Snook Trust regardless of amount. Motion (Justin/Jennifer) approved.
- C. The Library has applied for a grant through the Community Foundations of Southwest Iowa for \$34,000 to help purchase and install an LED sign at the corner of Sheridan and Hwy 59. This will help the library become the information hub as outlined in the 5 year strategic plan. The next step is to check with other local foundations and start applying with Greater Shenandoah Foundation, Rapp Trust and others.
- D. The Library has launched the Community Survey for how people access information about local events. The deadline for completing is February 14<sup>th</sup> and it takes little time to complete. Cards about the survey have been distributed to the Optimists, PEO and Rotary. Emails sent out and cards handed out at the library's front desk. Carrie plans on sharing at City Council and other groups. Everyone spread the word.

### **XI. FUTURE AGENDA ITEMS:** Information Gathering survey results

Motion to adjourn made and passed by acclamation.

**The next board meeting will be Wednesday, March 5, 2025 at 4:30 P.M.**

Respectfully submitted,

Chris Wiebold for Mims Henstorf, Secretary \_\_\_\_\_

Dan Cox, President \_\_\_\_\_