

**SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
FEBRUARY 7, 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, Jennifer Jones, Melinda Kirby, Amy Miller, Justin Trowbridge, Chris Wiebold (Z), Adam Wright (Z)

**BOARD MEMBERS ABSENT:** Mary Anne Gibson, Eric Holste

**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, February 7, 2024 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** A motion was made (Dan/Amy) and passed to approve the minutes of the January board meeting.
- IV. COMMUNICATIONS:** None
- V. REPORT OF THE DIRECTOR:** Carrie reported that even with recent staff absences due to various out of library duties or illness, the other staff members adjust well to fill in as needed.
- VI. REPORT OF THE FRIENDS:** None
- VII. COMMITTEE REPORTS:**
  - A. Budget:** FY2024 budget right on track.
  - B. Building:** The Glass Guy looked at the problems with the front entry door dragging and with the crash bar and will try to fix it.
  - C. Operations:** Annual evaluations for Library Director Carrie Falk were completed in January by the board and library staff. Fifteen evaluations were submitted to Board President Jennifer Jones who compiled the responses and reviewed with Carrie on Friday, February 2. Comments were highly complimentary of Carrie and the work she does.
  - D. Policy:** The Conduct in the Library Policy, including child safety, was reviewed and updated. A motion was made (Gregg/Justin) and passed to approve the changes to the policy as recommended by the Policy Committee.
- VIII. PAYROLL AND BILLS:** A motion to pay bills was made (Amy/Jenny) and passed. The \$5,000 cost of 12 new chairs for the Carnegie Room was noted and that expense should be covered by a previous donation.
- IX. UNFINISHED BUSINESS:**
  - A. Trustee Training:** Carrie, Dan and Jenny attended the Trustee training in Red Oak on Monday, January 22. It was a beneficial meeting and information on productive community partnerships was shared.

**B. FY2025 Budget:** Discussion centered around financial information Carrie received the day before from the City Clerk regarding the FY2025 City budget. With a proposed increase in wages made by another department that in turn may initiate an increase for all City departments, the Library has been asked by the City to cut the proposed Library FY2025 budget by \$31,000. This comes after the adjustment the board initiated during last year's accounting changes with funds in the amount of \$30,000 designated from the Wilson Trust library monies to cover specific line items in the Library's budget. A motion was made (Justin/Dan) and passed for the Simons funds to be used to cover the FY2025 library budget reductions of \$31,000 as requested by the City. This will almost deplete the Simons fund.

**X. NEW BUSINESS:**

**A. Advantage Archives:** Advantage Archives out of Cedar Rapids will be starting a project to take all of the pre-1979 digitized community newspapers and putting them on a separate website so they may be accessible by the public through the library's website. The full run of newspapers will be available in the library, but only the pre-1979 newspapers will be available via our website once the project is completed. A motion was made (Gregg/Melinda) and passed to approve this project, with the cost covered by the Holmes monetary gift given to the library.

**B. Grant Applications:** Carrie was recently notified that the Library did not receive the grant for the Traveling Holocaust exhibit for which an application was submitted in October 2023.

**C. Amphitheater Sunshade:** No update at this time.

**D. FY2025 Bridges Agreement:** A motion was made (Dan/Justin) and passed to renew the Bridges annual agreement (eBook, eAudiobook, eMagazines) for FY2025.

**E. Strategic Plan & Goals:** The board will be reviewing the Library's Mission Statement & Goals during future meetings.

**XI. FUTURE AGENDA ITEMS:**

**A. FY2025 Budget**

**B. Amphitheater Sunshade**

**C. Strategic Plan & Goals**

**XII. ADJOURNMENT:** Motion to adjourn (Dan/Gregg) passed and the meeting was adjourned at 5:55 p.m.

**The next board meeting will be held Wednesday, March 6, 2024 at 4:30 p.m.**

Respectfully submitted,

Mims Henstorf, Secretary \_\_\_\_\_

Jennifer Jones, President \_\_\_\_\_