

SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

February 8, 2023

Zoom, an accepted internet method of meeting with members who may attend online, will be available if any board member requests it prior to the meeting, with enough notice to set it up in the auditorium.

BOARD MEMBERS PRESENT: Mary Anne Gibson, Justin Trowbridge, Adam Wright, Chris Wiebold, Gregg Broermann, Vaughn Livingston, Mims Henstorf, Amy Miller, Marilyn Bayless, Melinda Kirby, and Jennifer Jones

BOARD MEMBERS ABSENT: Eric Holste

ALSO PRESENT: Carrie Falk, Director; Jon Brantner, Council Representative; AJ Lyman, City Administrator; and Roger McQueen, Mayor

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 8, 2023 in the library auditorium.

II. PUBLIC FORUM: None

III. READING OF THE MINUTES: A motion was made to approve the minutes of the past board meeting (Marilyn/Amy). Passed.

IV. COMMUNICATIONS: No additional at this time.

V. REPORT OF THE DIRECTOR: The Library continues to increase usage in most areas, showing recovery from the COVID shutdown. The architects for the auditorium outdoor shade project have sent information about their recent progress for the improvement of the plans.

VI. REPORT OF THE FRIENDS: They have met and are discussing beneficial events, equipment purchases, and programs for continued learning activities at the Library.

VII. COMMITTEE REPORTS:

A. Budget: With cost increases, so does the budget.

B. Building: The roof has been inspected again by Kyle Taylor of Integrity Roofing. He notes that it appears that resealing of the area affected seems to be working. Only another rain will tell us for certain. The Board was reminded that the roof is probably nearing the last 10 years of its life.

C. Operations: Fourteen Director's evaluation forms were returned by the Trustees and staff. A favorable consensus was that Carrie is doing an outstanding job in all areas. The Board was reminded to continue to be supportive of the Director and to keep aware of all the events and activities taking place daily at our Library. "Talk up" to friends and citizens the

important role the Library plays in our town and our lives. For any Trustee available to attend, the City Council will meet next Tuesday, February 14 at 5:00 p.m. for the City Budget Workshop that will include the Library budget.

D. Policy: The policy for Clerk Job Description was reviewed by the Policy Committee with minor changes. Recommendation was made by the committee to approve the changes. A motion for approval was made (Gregg/Chris) and approved.

*The Mayor, Roger McQueen, and City Administrator, AJ Lyman, joined the meeting at this time to inform and explain the relationship between the City and Library and the Wilson Trust Fund which is yearly deposited into the City account as required by the fund. Therefore **X. New Business – A. Wilson Funds discussion** was moved forward in the agenda with our consent.

AJ presented the history of the Trust being deposited into the City accounts as required by Caroline Wilson when the Trust was distributed. Through further discussion, neither Library personnel nor AJ knew when or why the money from the Trust's yearly distribution (about \$30,000) went into the City's general fund. The Library is under the City's management and the Wilson Trust is distributed to the Library but turned over to the City for accounting, not through the Library Foundation which has always been the bookkeeping process. The Library keeps the remaining money earned from the Wilson Trust in an account for various library expenditures, with most of the money being saved for unexpected capital expense projects, such as our Sunshade for the outside auditorium space; roof replacement (the 20+ year-old roof over the old building has intermittent leaks being repaired knowing that a new roof is inevitable in the next decade); etc. "New accounting" of line item expenses will now be listed individually showing the use of the Library distribution from the Wilson Trust that is transferred to the City budget. Carrie will meet with AJ again soon. AJ and the Mayor then left the meeting.

Discussion from the Board continued with comments, but no other solution. A motion was made (Justin/Gregg) that, with the FY2024 budget to show the line item expenses the City will pay for the Library with the yearly distribution from the Library's Wilson Trust, a compromise was reached. Passed.

VIII. PAYROLL AND BILLS:

A. Motion to pay bills (Justin/Marilyn) was approved.

IX. UNFINISHED BUSINESS:

A. With time running short, **Continuing** Education moved to next month's agenda.

B. The Budget is still a work in progress with Carrie meeting with the City this week to adjust some of our line items as discussed earlier in this meeting with the Mayor and City Administrator. Our first draft is an increase, and with no end in sight to inflation and costs of products, and the recent adjustment made to salaries, there is little room to cut. The Library will continue to be vigilant to cut costs wherever possible, in our present budget and the next.

X. NEW BUSINESS:

- A. Wilson Funds Discussion - This item was discussed earlier when the Mayor and City Administrator joined our meeting to discuss the financial information about the Wilson Trust. Refer to the *item following **VIII. Payroll and Bills**.
- B. Hoopla - The good news is that our patrons are using Hoopla and the number increases each month. Carrie has adjusted the usage rules to allow more patrons to find an available book easier and with a shorter wait time. The bad news is more use by patrons costs more money. This is a budget line item which in the future will probably be paid from the Wilson Trust or other Foundation funds that are available.
- C. The construction job to redo the Story Garden is still on Josh O'Neil's agenda.
- D. A state program - Volunteer Engagement Initiative - will be implemented in Shenandoah under the direction of Carrie Falk, Kevin Olson, and AJ Lyman. Eleven cities will be a part of this pilot project. Kudos to Shenandoah for being a chosen city.
- E. The Bridges agreement for 2024 will be signed with the Board's approval. Motion made by (Marilyn/Chris) for approval. Passed.

XI. FUTURE AGENDA ITEMS:

- A. Any items moved from this meeting.

XII. ADJOURNMENT: Board adjourned at 6:05 p.m.

The next board meeting will be Wednesday, March 8, 2023 at 4:30 p.m.

Respectfully submitted,

Mims Henstorf, Secretary _____

Jennifer Jones, President _____