

# SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

March 8, 2023

**BOARD MEMBERS PRESENT:** Justin Trowbridge, Adam Wright, Chris Wiebold, Mims Henstorf, Amy Miller, Marilyn Bayless, Melinda Kirby, and Jennifer Jones

**BOARD MEMBERS ABSENT:** Mary Anne Gibson, Gregg Broermann, Vaughn Livingston, and Eric Holste

**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 Jennifer Jones at 4:30 p.m. on Wednesday, March 8, 2023 in the library auditorium.

**II. PUBLIC FORUM:** None

**III. READING OF THE MINUTES:** A motion to approve the minutes of the past Board meeting was made (Justin/Marilyn) and approved.

**IV. COMMUNICATIONS:** None

**V. REPORT OF THE DIRECTOR:** The 3D printer is set up and Joy is learning the operation of it. With the Story Garden now remodeled to a large meeting room, the name will now be the Carnegie Room and the smaller meeting room will be known as the Wilson Room.

**VI. REPORT OF THE FRIENDS:** No meeting

## **VII. COMMITTEE REPORTS:**

**A. Budget:** Tracking just a bit over budget for the year so far.

**B. Building:** As mentioned in the Director's comments, the Story Garden has been remodeled to serve as a large meeting room. O'Neill's bill was about \$800 over the bid, but a different door was added plus painting, so it was reasonable. The new meeting room still needs more electrical outlets and some furniture which will be added in the near future. A window covering will be ordered for the doors as privacy is sometimes needed when the room is in use.

**C. Operations:** Okay

**D. Policy:** The Page Job Description Policy was reviewed with the \$9.00 per hour base pay added as approved in an earlier meeting. Other typographical errors were corrected. A motion to approve the changes was made (Justin/Adam) and approved.

**VIII. PAYROLL AND BILLS:** A motion to pay bills was delayed until discussion under

**X. New Business, A. Trust and Agency Accounts.** Once that discussion was completed, the motion to pay bills (Justin/Chris) was passed.

**IX. UNFINISHED BUSINESS:**

- A. Continuing Education:** Marilyn and Carrie attended a Continuing Education meeting at Red Oak library in January. Discussion of topics lead to information comparing meeting attendance. Shenandoah was the only library noted to have a City Council liaison in attendance at our monthly meetings, not to mention we have two liaisons. A feather in our cap, and kudos to our City Council for the interest. The Iowa Libraries Online Conference was mentioned and ideas were given as to what Boards could do for additional continuing education topics.
- B. FY24 Budget:** With the FY24 Budget facing state cutbacks from the proposed Property Tax Rollbacks, the City Council will be looking at the draft of the upcoming budget with “new eyes” looking for places within all departments for cuts.
- C. Hoopla Update:** The changes made to Hoopla last month have improved the use of it.

## **X. NEW BUSINESS:**

- A. Trust and Agency Accounts** and
- B. Capital Projects:** After Carrie met with AJ Lyman, City **Administrator**, she has a better understanding of the Trust and Agency Accounts and passed the knowledge to the Board. Since the next item of discussion was Capital Projects (which need financial input) the topics were discussed together. Projects for future consideration were discussed: New roof (10-15 years away but very costly), painting, carpet, the Sunshade Project (presently in design for us), an LED sign to update the older, labor intensive, corner information signage on the grounds, and other large unforeseen maintenance repairs not covered by insurance were discussed as being uses for the Trust and Agency Accounts which the Board thinks of as “our savings account” for these costly items. After discussion, a motion was made (Justin/Adam) to start using the non-interest bearing accounts to pay for some of our larger projects. It passed. Another motion was made (Justin/Chris) to pay the bills and take the cost of the O’Neill bill from the Rapp Trust closing it out and the remainder from the Reed Trust. It passed.
- C. Fremont County Rock Hunters:** Anita Baker has asked the Library to “house” the Rock “Library” for a short period of time. This is a new craft hobby that has members painting rocks, placing them around towns, and hoping to spread joy.
- D. Wilson Annual Report:** The Wilson Annual Report was presented.

## **XI. FUTURE AGENDA ITEMS:**

- A.** FY2024 Budget discussion after additional Property Tax Rollback impact information made available.
- B.** Vaughn Livingston’s second term as a Trustee ends this June so a new Trustee will be needed beginning in July. Please be thinking of names to present (man, living in town).

## **XII. ADJOURNMENT:** Motion made and seconded and Board adjourned at 5:35 p.m.

**The next board meeting will be Wednesday, April 5 at 4:30 p.m.**

Respectfully submitted,

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

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