

SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES

March 11, 2026

BOARD MEMBERS PRESENT: Gregg Broermann, Jenny Burkhiser, Dan Cox, Mary Anne Gibson (Zoom), Eric Holste (Zoom), Jennifer Jones, Melinda Kirby, Amy Miller (Zoom), Justin Trowbridge, and Adam Wright (Zoom)

BOARD MEMBERS ABSENT: Mims Henstorf, Chris Wiebold

ALSO PRESENT: Carrie Falk, Library Director; Matthew Reagan and Richard Jones, City Council Representatives

- 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, March 11, 2026, in the library's Carnegie Room.
- II. PUBLIC FORUM:** None applicable.
- III. READING OF THE MINUTES:** A motion was made (Justin/Gregg) and passed to approve the minutes of the February board meeting.
- IV. COMMUNICATIONS:** None.
- V. REPORT OF THE DIRECTOR:** Shenandoah Public Library will participate in the Virtual Reality Gaming event in collaboration with the Clarinda Public Library. This draws a new demographic into the library and it was successful last year. The tree in front of the Library was removed, including stump. Since that time, it is clear that the dirt spot remaining needs to be paved safely. The City has estimated a cost of ~\$2,000 to complete that project along with replacing cracked concrete around the sunshade construction area. The Everbright display for the Children's Department has arrived and Kirchert Electric will install the Everbright next week.
- VI. REPORT OF THE FRIENDS:** None.
- VII. COMMITTEE REPORTS:**
 - A. Budget:** The Budget is on track.
 - B. Building:** Elevator Inspection Passed! The Inspector ran tests and it's good to go. It should cost ~\$300 for the test process.
 - C. Operations:** None
 - D. Policy:** The Library's Sex Offender Policy was approved as written. Modeled after another Iowa major city Library, this Policy requires that an offender cannot enter the Library without express written permission by one in authority such as Librarian or a designee per the Iowa Code. Carrie will get updates on the Offender Registry for Page and other counties. Usually, the offender will have another person come in for materials, but if one is allowed to come in, they would be required to enter during school hours when children will not as likely be in the building. The form was also reviewed and approved.
- VIII. PAYROLL AND BILLS:** A motion to pay bills was made (Justin/Jennifer) and passed.
- IX. UNFINISHED BUSINESS:**
 - A. None.**

X. NEW BUSINESS:

- A. Amphitheater Sunshade Ribbon Cutting:** A date of April 22, 2026, was scheduled in conjunction with the Shenandoah Chamber and Industry Association for the Amphitheater Sunshade Ribbon Cutting. The start time will likely be 10:00 A.M. The Street Department will have concrete ready for the Ribbon Cutting.
- B. Staff Evaluations:** The SPL staff evaluations are completed and have been submitted to City Hall.
- C. Legislative Updates:** There is a bill that would limit Mobile Libraries to serve schools, which may offer materials that are otherwise limited in school libraries. There is concern this may impact whether Library Boards are separate from City Council, so encouraged review (HF 2324). Next Legislative Coffee is scheduled for March 21st at 8:00 A.M. at the Bricker Room in Shenandoah to learn more.
- D. Wilson Trust Notice:** Wilson Trust 31st Annual Report was filed March 3, 2026. A letter was sent on March 10, 2026, showing that the funds were used from 2025 for automation maintenance, periodicals, programming, teen books, audio books, eBooks, adult books and children's collection books.
- E. Accreditation:** The Shenandoah Public Library has submitted its formal accreditation application and all Board Members are to be certain to review the City Personnel Handbook, if not already completed, as soon as possible. A motion was made (Gregg/Justin) and passed to approve this requirement.
- F. Patron Picks on YouTube:** SLP Librarian Bevin has hosted her first podcast that is available on You Tube of patron Tom Berrier sharing about recommendations for a new book. Other such guests are welcome. The review has received good response.
- G. 2027 Budget –** The Simons Trust funds will likely run out in 2026 as a lump sum allocation. The 2027 Budget recognizes this and moves janitorial expenses to the Wilson Trust expenses and Office Supplies and Other Professional Services to General Funds expenses.
- H. Library Continuing Education –** The Board is encouraged to attend the Iowa Open Meeting Webinar to fulfill some of their continuing education goals.

XI. FUTURE AGENDA ITEMS:

- XII. ADJOURNMENT:** Motion to adjourn (Jennifer/Gregg) was made and passed with the meeting adjourned at ~5:40 P.M.

The next board meeting will be held Wednesday, April 8, 2026 at 4:30 p.m.

Respectfully submitted, Jenny Burkhiser, Temp Secretary



Dan Cox, President