

SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES
APRIL 3, 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 (Z), Dan Cox, Mary Anne Gibson (Z), Jennifer Jones, Melinda Kirby, Amy Miller, Justin Trowbridge, Adam Wright (Z)

BOARD MEMBERS ABSENT: Mims Henstorf, Eric Holste, Chris Wiebold

CITY COUNCIL REPRESENTATIVES ABSENT: Toni Graham

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, April 3, 2024 in the library's Carnegie room.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** A motion was made (Justin/Gregg) and passed to approve the minutes of the March board meeting.
- IV. COMMUNICATIONS:** Earlier in the day the library hosted a Facebook Live event for the Month of the Military Child. National Library Week is April 7-13.
- V. REPORT OF THE DIRECTOR:** Carrie signed the Enrich Iowa Agreement for FY 25.
- VI. REPORT OF THE FRIENDS:** Decorated the SCIA Window for National Library Week and are sponsoring the May Program, "Cattle Trails and Songs of the West."
- VII. COMMITTEE REPORTS:**
 - A. Budget:** FY2024 budget right on track.
 - B. Building:** Gowing is replacing the flush sensor on the urinal in the men's room.
 - C. Operations:** None
 - D. Policy:** The Appeal Process Policy had a few words changed and added the Statement of Concern to the policy. A motion was made (Dan/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 (Justin/Gregg) and passed with the addition of the \$225 bill from Gowing for the work on the urinal.
- IX. UNFINISHED BUSINESS:**
 - A. Strategic Plan & Goals:** Call sheets have been sent out and 13 received back. We are waiting to receive more sheets so Misty can set up interviews. Information from the phone surveys will be available at the next board meeting to use for strategic planning.

B. Amphitheater Sunshade: Received a schedule for the project starting with a public hearing to be set at the next City Council meeting.

X. NEW BUSINESS:

A. Imogene Contract: The library received a check for \$132 to cover the contract for library services for FY24 & FY25. Carrie will send a thank you and offer to visit with them about the library services available with their contract.

B. Wilson Letter: The annual letter was sent to the Wilson Trust explaining expenditure of funds, along with the copy of the budget for the next fiscal year.

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XI. FUTURE AGENDA ITEMS:

A. Strategic Plan & Goals

B. New Trustees

XII. ADJOURNMENT: Motion to adjourn (Gregg/Justin) passed and the meeting was adjourned at 5:15 p.m.

The next board meeting will be held Wednesday, May 8, 2024 at 4:30 p.m.

Respectfully submitted,

Amy Miller for Mims Henstorf, Secretary _____

Jennifer Jones, President _____