

## **SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES**

**May 3, 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, Eric Holste, Chris Wiebold, Gregg Broermann, Mims Henstorf, Amy Miller, Marilyn Bayless, Melinda Kirby, and Jennifer Jones

**BOARD MEMBERS ABSENT:** Vaughn Livingston and Adam Wright

**ALSO PRESENT:** Carrie Falk, Library Director; Jon 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, May 3, 2023 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** Motion (Marilyn/Chris) to approve the minutes of the April Board Meeting passed.
- IV. COMMUNICATIONS:** Anecdotally, a conversation was recently overheard in a local store between two employees who were discussing the “collection of things” the library has for check-out. This is a good example of a conversation praising the library that could be heard by others and hopefully sparking interest of those other people to plan a trip to the library to find out more.
- V. REPORT OF THE DIRECTOR:** In addition to the written report for April, it was advised that the Shenandoah Rotary Club will again participate in assisting with the funding of the library’s weekly pool pass program this summer.  
Also advised of problem with the elevator and where the scheduled maintenance stands, which was discussed later in the agenda. The most recent, regular maintenance check revealed that the “packing” needs to be replaced for safety. This type of work was done on the elevator in January 2021, but what was scheduled as a six-hour job then was done in only three. Now being advised that the same work will need to be done again and at a current cost estimated at \$9,200. More information on the elevator is provided under **VII. Committee Reports – B. Building.**
- VI. REPORT OF THE FRIENDS:** Next meeting is scheduled for Thursday, May 4, 2023. They will be providing refreshments for the Art Walk reception on Friday, May 5, 2023. The Friends are also currently in process of planning their Annual Meeting and guest speaker.
- VII. COMMITTEE REPORTS:**
  - A. Budget:** As stated last month, with rising costs of all supplies, maintenance, and personnel salaries, the budget has gone beyond our projected costs for the FY2023 year and the shortfall will need to be covered by some of the trust monies.
  - B. Building:** Okay, other than the previously reported issue with and cost to fix the elevator. More information from the elevator company will be requested, and further troubleshooting and other possible options will be explored.
  - C. Operations:** Nothing to report.
  - D. Policy: Program Policy –** Policy Committee reviewed this policy with no changes needed. Motion (Gregg/Justin) to approve Program Policy as recommended by Policy Committee passed.

**VIII. PAYROLL AND BILLS:** Motion (Justin/Chris) to pay bills was approved, with the notation that the Baker/Taylor bill had not been received yet.

**IX. UNFINISHED BUSINESS:**

- A. Trustee Candidates (Male/City):** Ballots provided to the Board for voting on new Trustee whose six-year term will begin July 2023. After voting completed, the top candidate was selected from all of the highly-qualified candidates, and Carrie will contact that person to discuss next steps.
- B. Amphitheater Sunshade:** Plans, information and costs for the project were provided to the Shenandoah City Council at their meeting on Tuesday, April 25, 2023. Included in that information was the plan for the Shenandoah Public Library Foundation to provide full funding for the project from private donations and benefactors. The City Council gave unanimous approval for the Foundation to begin the bidding request process for the project. NOTE: The cost detail was provided to the Library Board of Trustees on April 21, 2023 for their reference as well.

**X. NEW BUSINESS:**

- A. Children's Librarian:** After interviewing applicants and reviewing all information available, Carole Dailey was selected as the new Children's Librarian, taking over after Molly Nuckolls' last day at the library (Friday, May 5, 2023). To take over Carole's current role, Bevin Anderzhon was hired and will begin in June 2023. Carrie will have a meeting with the library staff to re-evaluate the duties presently assigned to each position. With evolving activities within the entire library, this is an appropriate time to review programs and duties with possible realignments of some job duties and tasks.
- B. Midwest Pano:** The Board was shown the placement of the Virtual Tour option on the library's website along with a quick demonstration of the new virtual tour feature. Currently only interior views available; exterior views will be completed at a later date, most likely after the amphitheater sunshade is completed.
- C. A to Z Database:** Renewal of this well-used database presented to the Board. If the library pays for a three-year renewal, there is a significant cost savings over renewing for only one-year. Motion (Justin/Gregg) was made to purchase the three-year plan, using the Reed Trust monies, and then have the remaining balance due covered by the Wilson Trust. In addition to patrons' use, the library itself will use the database to look at some marketing ideas.
- D. FY2023 Budget Overage:** Additional discussion regarding the FY2023 budget shortfall, which is estimated to be \$5,000. At the June 2023 Board meeting, when have a better idea of actual amount of the budget overage, the Board will then determine best manner in which to cover that amount, and to let the City know the library's fiscal responsibilities will be kept in balance.

**XI. FUTURE AGENDA ITEMS:**

- A.** FY2023 budget overage
- B.** Elevator repair
- C.** New Trustee

**XII. ADJOURNMENT:** Motion (Gregg/Justin) to adjourn passed and meeting adjourned at 5:30 p.m.

**The next board meeting will be held Wednesday, June 7, 2023 at 4:30 p.m.**

Respectfully submitted,

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

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