

SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES

May 8, 2024

This meeting will be via Zoom (Z), an accepted internet method of meeting with members who may attend online, if requested.

BOARD MEMBERS PRESENT: Gregg Broermann, Jenny Burkhiser, Dan Cox, Mims Henstorf, Jennifer Jones, Melinda Kirby, Amy Miller, Justin Trowbridge, Chris Wiebold

BOARD MEMBERS ABSENT: Mary Anne Gibson, Eric Holste, Adam Wright

ALSO PRESENT: Carrie Falk, Library Director; Jon Eric Brantner, City Council Representative; Misty Gray, SW District Consultant with the State Library of Iowa

CITY COUNCIL REPRESENTATIVES ABSENT: Toni Graham

- 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 8, 2024 in the library's Carnegie Room.
- II. PUBLIC FORUM:** Misty Gray with the State Library of Iowa in attendance to discuss the survey she conducted with community members about their use of the Shenandoah Public Library.
- III. READING OF THE MINUTES:** A motion was made (Dan/Chris) and passed to approve the minutes of the April board meeting.
- IV. COMMUNICATIONS:** A thank you was received from Declan Maher for the help he received from the library staff on a project for school.
- V. REPORT OF THE DIRECTOR:** In addition to the written report provided, Carrie advised that the library's Tier 3 State Library of Iowa accreditation has been confirmed through June 2025. During the May 2, 2024 meeting of the Page County Board of Supervisors, Carrie presented the summer programming plans for the county's libraries.
- VI. REPORT OF THE FRIENDS:** None
- VII. COMMITTEE REPORTS:**
 - A. Budget:** As of the meeting date, the budget is at the projected 83%. With Kriegler Office Equipment closing, office supplies for the library were ordered ahead to allow time to determine new vendors and a process for supply purchases going forward. This unexpected expense accounts for an additional \$2,000 in this month's disbursements. Carrie is looking to team up with other city departments on future purchases, perhaps as a group discount, bulk purchases, and/or sharing of shipping costs.
 - B. Building:** A big thank you to Joyce Hart and Jeane Haner who volunteer to keep our landscaping maintained and beautiful during blooming months. The restrooms downstairs are undergoing repairs after some vandalism occurred. The elevator continues to have issues, for which repairs to fix may put us above our month's budget. There will be a bit of cost savings since the elevator tech will already be on site to conduct regularly scheduled maintenance.
 - C. Operations:** None
 - D. Policy:** None

VIII. PAYROLL AND BILLS: A motion to pay bills, including for the additional \$2,000 to Kriegler, was made (Justin/Gregg) and passed.

IX. UNFINISHED BUSINESS:

A. Strategic Plan & Goals: The survey conducted by Misty Gray, SW District Consultant with the State Library of Iowa, will be discussed at the end of the agenda due to time constraints of some trustees in attendance.

B. Amphitheater Sunshade: This Friday, May 10 at 10:00 a.m., architect Pete Franks will be at the library for a pre-bid meeting with potential contractors for the proposed amphitheater sunshade project. The trustees are invited to attend if available.

X. NEW BUSINESS:

A. Wilson Annual Report: This year's Wilson Trust disbursement to the library is \$58,117.36.

B. Trustee Terms: Both Justin Trowbridge and Jenny Burkhiser have agreed to serve another six-year term on the Board of Trustees.

C. Trustee Appointments: Governor Kim Reynolds on April 3, 2024 signed Senate File 2096 repealing gender balance requirements for appointive bodies. This new legislation does not affect the Shenandoah Public Library's bylaws, and it has been agreed to continue our trustee appointments as have done in the past whenever possible.

D. Front Door Repair: The front door (main entrance) needs repair or replacement. Two bids have been submitted. Carrie was asked to get more information on the bids (if labor included in quotes, warranty, installation timing, etc.). When she receives those answers, Carrie will email the information to the trustees and request a vote.

E. School Summer Lunch Program: The Library has been asked to be a lunch site for the School Summer Lunch Program. It has been awhile since the library has participated, and it was decided to do so again. School representatives will oversee the program and will serve lunch Monday through Friday from 11:00 a.m. to 12:00 noon in the library's lower-level lobby.

XI. FUTURE AGENDA ITEMS:

A. Trustee Election of Officers for 2024-2025

B. Strategic Plan & Goals

Strategic Plan & Goals: Discussion of the community survey was led by Misty Gray. A lot of good information was received from those invited to participate. Carrie took notes and will distribute those notes to the trustees for reference during additional discussions in the future.

XII. ADJOURNMENT: Motion to adjourn (Dan/Amy) was made and passed with the meeting adjourned at 6:05 p.m.

The next board meeting will be held Wednesday, June 5, 2024 at 4:30 p.m.

Respectfully submitted,

Mims Henstorf, Secretary _____

Jennifer Jones, President _____