

# SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES

June 5, 2024

**This meeting may be held via Zoom (Z), an accepted internet method of meeting, for any members who may want to attend online, if requested.**

**BOARD MEMBERS PRESENT:** Jenny Burkhiser, Dan Cox, Mary Anne Gibson (Z), Jennifer Jones, Melinda Kirby, Amy Miller, Chris Wiebold

**BOARD MEMBERS ABSENT:** Gregg Broermann, Mims Henstorf, Eric Holste, Justin Trowbridge, Adam Wright

**ALSO PRESENT:** Carrie Falk, Library Director; Jon Eric Brantner, City Council Representative

**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, June 5, 2024, in the library's Carnegie Room.
- II. PUBLIC FORUM:** None applicable.
- III. READING OF THE MINUTES:** A motion was made (Dan/Chris) and passed to approve the minutes of the May board meeting.
- IV. COMMUNICATIONS:** Thank you notes were received from the Shenandoah American Legion Auxiliary, from a child using the library, and one addressed to "The Library Ladies" from a mother, all in appreciation of the staff and library services.
- V. REPORT OF THE DIRECTOR:** In addition to the written report provided, Carrie updated of increased library usage in May vs. April by about 500 users, and increased equipment checkout related to games and Nintendo Switch controllers. These increases may partially be due to Shenandoah's Wilson Aquatic Center being closed this summer and the library being one of the host locations for the summer lunch program, as well as programs and activities provided by the library. The Summer Reading Program has kicked off strong with an active start, and the *Crochet by Christmas* event was well attended. **School Summer Lunch Program:** This year, the library is one of the designated lunch sites for the School Summer Lunch Program that began this past Monday, June 3 and runs through Friday, August 9. Lunches are available every weekday (Monday through Friday) from 11:00 a.m. to 12:00 noon in the library's lower-level lobby. With the good weather this week, the program has been set up outside in the amphitheater.
- VI. REPORT OF THE FRIENDS:** The Friends have agreed to purchase groceries for a charcuterie class, puzzles and prizes for an upcoming puzzle contest, and prizes for the games the library will be hosting at the Star Spangled Shenandoah and ShenDig BBQ Championship events in July.
- VII. COMMITTEE REPORTS:**
  - A. Budget:** As of this meeting date, budget information not yet provided by the City.
  - B. Building:** Despite all the recent rain, no water/leak issues found at the Library. Men's bathroom urinal is still not working properly, running continually.
  - C. Operations:** None
  - D. Policy:** None

**VIII. PAYROLL AND BILLS:** A motion to pay bills, including for the additional one-time annual payment of \$4,758.00 to Ambius for the air purification system, was made (Chris/Amy) and passed.

**IX. UNFINISHED BUSINESS:**

**A. Strategic Plan & Goals - Goal Setting:** Based on the survey conducted by Misty Gray, SW District Consultant with the State Library of Iowa, discussions held during the last Board meeting, and input from all library staff, one main goal and several sub-goals over the next five years have been determined. This plan is still being finalized and prepared for further review at a future Board meeting.

**B. Amphitheater Sunshade - Bid Award:** The bidding process has been completed with it planned for the selected bid/contract to be presented to the City Council at their next meeting on Tuesday, June 11, 2024.

**X. NEW BUSINESS:**

**A. Officer Elections (July 2024-June 2025):** Dan Cox accepted a nomination to serve as President, with unanimous approval. Prior to the meeting, Mims Henstorf accepted a nomination to continue to serve as Secretary, with unanimous approval. The Board unanimously approved that Justin Trowbridge be asked to consider being Vice President for another term, pending his acceptance. Thanks to Jennifer Jones for serving as President the last 2 years!

**B. Committee Appointments (July 2024-June 2025):** All Committee Members accepted their nominations to continue serving on current Committees, with unanimous approval.

**C. Star Spangled 4<sup>th</sup> of July / ShenDig BBQ Championship:** At Gregg Broermann's suggestion, the library will be represented at the Star Spangled Shenandoah event to be held at Sportsmans Park on Wednesday, July 3, 2024. Library staffers Laura Gutierrez and Amber Taylor will attend to the library's table at this event. The table fee was waived for the library as a nonprofit and will be set up around the Kid's Carnival. The library will also be represented at the ShenDig BBQ Championship to be held on Friday and Saturday, July 19 and 20, 2024, at the Elks Lodge outdoor area. Carrie is working on plans for the library's table and securing employees to attend to the table during this event. Friends of the Library and Board Members are welcome to assist with this library table. This is the first time the library has participated in either event.

**D. July Board Meeting - 3<sup>rd</sup> or 10<sup>th</sup>:** Regarding next month's meeting, due to the City's holiday activities and celebration scheduled for the evening of Wednesday, July 3, it was decided by the Board to move the July meeting date from July 3<sup>rd</sup> to July 10<sup>th</sup>.

**XI. FUTURE AGENDA ITEMS:**

**A. Trustee Election of Vice President for 2024-2025 (if needed)**

**B. Strategic Plan & Goals**

**XII. ADJOURNMENT:** Motion to adjourn (Dan/Chris) was made and passed with the meeting adjourned at ~5:50 p.m.

**The next board meeting will be held Wednesday, July 10, 2024 at 4:30 p.m.**

Respectfully submitted,

Jenny Burkhiser, Temp Secretary



Jennifer Jones, President