

# **SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES**

## **June 7, 2023**

**Zoom, an accepted internet method of meeting with members who may attend online, will be available if any board member requests with enough notice to set it up in the auditorium prior to the meeting**

**BOARD MEMBERS PRESENT:** Marilyn Bayless, Mary Anne Gibson, Mims Henstorf, Eric Holste, Jennifer Jones, Melinda Kirby, Vaughn Livingston, Amy Miller, Justin Trowbridge, Adam Wright

**BOARD MEMBERS ABSENT:** Gregg Broermann, Chris Wiebold

**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 June 7, 2023 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** Motion (Justin/Amy) to approve the minutes of the May Board meeting passed.
- IV. COMMUNICATIONS:** A card of appreciation was presented to Vaughn Livingston upon the completion of his serving two six-year terms on the Board. A thank you was also expressed for Vaughn's leadership in conducting board meetings while following required COVID protocols during his term as Board President.
- V. REPORT OF THE DIRECTOR:** Note was made of the Director's vacation June 17-July 2.
- VI. REPORT OF THE FRIENDS:** Friends of the Library will meet on June 8, 2023 to re-organize their membership list and update with current contact information.
- VII. COMMITTEE REPORTS:**
  - A. Budget:** Discussion under new business
  - B. Building:** A brief amphitheater shade update provided.
  - C. Operations:** No report
  - D. Policy:** Sex Offender Policy was reviewed to agree with the Code of Iowa. No changes were needed.
- VIII. PAYROLL AND BILLS:** Motion (Vaughn/Adam) to pay payroll and bills was approved.
- IX. UNFINISHED BUSINESS:**
  - A. Trustee Candidates:** For the Trustee position Vaughn currently holds, it must be filled by a male living within the city limits. Dan Cox was voted in by the Board to fill the position currently held by Vaughn. Dan accepted, so his role as Library Board Trustee will be on the next City Council agenda for approval, after which Dan will join the Board in July.

- B. Budget Overage:** The budget will show a smaller shortage of funds than estimated during last month's meeting, with a current estimate in the \$500 range. The lessened overage amount is mainly due to the recovery of salary, with one less salary paid between the time Molly Nuckolls left in May and a new staff member was hired and began working in June. A motion (Vaughn/Justin) to cover the FY2023 library budget overage using monies from the Wilson Funds was approved.

**X. NEW BUSINESS:**

- A. Bevin Anderzhon:** Bevin Anderzhon was introduced as the new Circulation Librarian.
- B. Election of Officers:** Jennifer Jones – President, Justin Trowbridge - Vice President, and Mims Henstorf – Secretary were elected as officers for the 2023-2024 year.
- C. Trustee Committees:** The Trustee committees will remain the same, and Dan Cox will replace Vaughn on the Policy Committee.
- D. Elevator Maintenance Contract:** The maintenance contract on the elevator through the present company, TKE, was evaluated following discussions with them over the current contract for quarterly "oil & grease" maintenance and the estimate for the repair of jack packing. Carrie contacted Otis and Shumacher for bids on the jack packing as well as a potential new maintenance contract, as the library's maintenance contract with TKE will end in September 2023. (Carrie sent in May 2023 a contract termination letter to TKE, giving more notice than the 90-day termination notice required.). TKE also provided a bid for a new maintenance contract and jack packing cost. Further discussion and a decision on the maintenance contract and repair will be made at next month's board meeting.
- E. Copier Contract:** The library's Ricoh copier was purchased in 2013 and the cost to use and maintain becoming more expensive than leasing a brand new copier. After reviewing quotes requested/received from Ricoh and Advanced Office Automation ("AOA") for leasing a copier, it was decided to proceed with a lease with AOA based on the features and functions of the copier and the terms and costs of leasing through them.
- F. ROB-SEE-CO Grant:** There is a ROB-SEE-CO Grant that the Library will seek to pay for Conference Room Hardware.
- G. Wilson Disbursement:** The Wilson disbursement was received in the amount of \$57,929.31 to the Library.
- H. July Meeting Date:** Motion (Justin/Amy) to change the date of the July meeting from July 5 to July 12 passed.

**XI. FUTURE AGENDA ITEMS:**

- A. Elevator Maintenance Contract:** Discussion on an elevator maintenance contract and jack packing repair will continue at next month's meeting.

- XII. ADJOURNMENT:** Motion (Vaughn/Amy) to adjourn was passed and the meeting was adjourned at 5:25 p.m.

**The next board meeting will be Wednesday, July 12, 2023 at 4:30 p.m.**

Respectfully submitted,

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

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