

SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

August 5, 2026

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 Burkiser, Dan Cox, Eric Holste (Zoom), Jennifer Jones, Melinda Kirby, Amy Miller, Chris Wiebold, and Adam Wright (Zoom).

BOARD MEMBERS ABSENT: Ellen Christensen, Mims Henstorf, and Justin Trowbridge

ALSO PRESENT: Carrie Falk, Director

I. CALL TO ORDER: The meeting of the Shenandoah Public Library Board of Trustees was called to order by President Dan Cox at 4:33 p.m. on Wednesday, August 6, 2026, in the Carnegie Room.

II. PUBLIC FORUM: None.

III. READING OF THE MINUTES: The minutes of the past board meeting were read by members through email. A motion to approve those minutes was made after small correction of minutes to clarify reference of direction of windows (Gregg Broermann/ Jennifer Jones) and was approved by board members in attendance.

IV. COMMUNICATIONS: Card sent to Secretary Mims Henstorf.

V. REPORT OF THE DIRECTOR: The emailed report was read individually before this board meeting. Carrie mentioned some statistics sent by former librarian about the value of the Page County libraries regarding usage, including Shenandoah Public Library.

VI. REPORT OF THE FRIENDS: No report as they have not met, but end of summer pool party to occur August 7, 2026 for Summer Reading Program.

VII. COMMITTEE REPORTS:

A. Budget: Budget close to targeted amount; should adjust within next few weeks to match planned budget and timeline.

B. Building: Jamie Dinges of Dinges Glass brought darker samples for the door and plans to start work following week and to coordinate with the Glass Guy. Transoms may cost more. Discussion centered around 2 east windows in the South Room needing attention. Gowing Plumbing cut a drain hole under the closet and now there is a dehumidifier. Lynn Furnace took out AC unit to fix and reviewed 3 electric heaters in the walls to that were turning on. The Shenandoah Street Department filled the hole left from the tree with concrete.

- C. Policy:** The Library Circulating Equipment Policy was reviewed. Former requirement to only check out/utilize equipment if patron has less than \$4 in fines was removed. The policy was approved (Amy Miller/Jennifer Jones) as written.

VIII. PAYROLL AND BILLS:

- A.** Motion to pay bills (Gregg Broermann/Chris Wiebold) was made and approved by board members in attendance.

VIX. UNFINISHED BUSINESS:

- A.** Mike Weber was named as a replacement for Eric Holse as a board member, with Weber agreeing to the position. Mike is a teacher, library patron, and has participated in “Patron Pick” You Tube videos sponsored by the Shenandoah Public Library. Motion to present Weber as a replacement trustee before the Shenandoah City Council (Jennifer Jones/Chris Wiebold) was made and approved.
- B.** Update that the Community Digital Sign will arrive within about two weeks, per Bethann Tillman at BA Marketing, was given. City Administrator AJ Lyman arranged to have the Shenandoah Street Department remove the stationary Shenandoah sign to the northeast of the Highway 59 and Sheridan intersection. Design 8 will complete the installation of both the digital Highway 59/Sheridan and Library signs. Once the signs are up and running, there will be a Ribbon Cutting and Chamber Coffee for the public, inviting the generous donors/families.

X. NEW BUSINESS:

- A.** A telehealth tablet has been awarded to the Shenandoah Public Library from Marion County Public Health to alleviate the burden from new residents to access telehealth. This item was offered to Iowa libraries and pharmacies and was applied for by Carrie Falk, with an iPad being supplied and the Wilson Room to be used for future users who otherwise do not have internet at home.
- B.** Policy for the Community Digital Sign was discussed, with Red Oak Rotary Community Digital Sign Policy reviewed for ideas. The Library/Chamber Community Calendar tool available online will be used in conjunction with the Community Digital Sign announcements, with Bevin Anderzhon and Joy Stortvedt as main and alternate administrators. Thank you to all the generous donors! A finalized Community Digital Sign Policy will be sent to the Board as a blind cc for their initial review and then the Policy will be voted on at the September 9th Library Board meeting.
- C.** Former librarian Garry Rowland sent a statistical compilation regarding Page County libraries, demonstrating the value to the community of Library offerings.
- D.** No major updates needed to the Foundation; state of officers remains the same.
- E.** Volunteer roster updated with the help of volunteer Elzine Gorley, who gave her time to call and confirm volunteer status. Related to the RSVP Partnership with Sheri Bowen, in which they will work to pair volunteers with the Library, a volunteer coordinator, volunteers, and places to volunteer will be needed for tasks such as gardening and Touch a Truck--Summer Library Reading Program.

- F. The New School Staff Meet and Greet will occur August 18, 2026 at 4:30 pm and all Board members are encouraged to attend to welcome/meet the new Shenandoah Community School District instructors.
- G. The City's Comprehensive Plan meeting regarding outcomes for the survey will occur tomorrow, August 7th from 4-7 pm at the Shenandoah Public Library and all are invited to attend.
- H. Carrie showed the Board some of the online classes offered through the Shenandoah Public Library and its website for patrons, including live or on demand cooking classes.
- I. Iowa Open Meeting Webinar: one session was viewed.

XI. FUTURE AGENDA ITEMS:

Motion to adjourn meeting (Jennifer Jones/ Melinda Kirby) made and passed.

The next board meeting will be Wednesday, September 9, at 4:30 P.M.

Respectfully submitted,

Jenny Burkhiser, Alternate Secretary 

Dan Cox, President