

# SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

August 6, 2025

**This meeting will be in person and 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, Eric Holste, Jennifer Jones, Melinda Kirby, Amy Miller, Justin Trowbridge, Chris Wiebold, and Adam Wright.

**BOARD MEMBERS ABSENT:** Mary Ann Gibson

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

**I. CALL TO ORDER:** The meeting of the Shenandoah Public Library Board of Trustees was called to order by President Dan Cox at 4:30 p.m. on Wednesday, Aug. 6, 2025, 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 (Justin/Jennifer) and was approved by the board members in attendance.

**IV. COMMUNICATIONS:** none

**V. REPORT OF THE DIRECTOR:** The emailed report was read individually before this board meeting. It has been a very busy and productive summer for the staff and patrons.

**VI. REPORT OF THE FRIENDS:** The Friends have been asked to use some of funds to pay for the Calendar of Events which is printed monthly in the Page County Post. They will also pay for the Party & Pizza at the end of the summer. They have earned enough money through several productive events to be thinking of future events to sponsor.

## **VII. COMMITTEE REPORTS:**

**A. Budget:** Several large bills come at the beginning of the Library's fiscal year so the month's budget shows evidence of this.

**B. Building:** Contacted Josh O'Neil about fixing the Carnegie Room doors

**C. Operations:** none

**D. Policy:** The Emergency Disaster and Preparedness Policy and the Shelter in Place Policy were presented with corrections or additions made to expand several parts, create a flow chart, and update contact information. Motion to approve the policy was made (Gregg/Melinda) and approved.

## **VIII. PAYROLL AND BILLS:**

- A. Motion to pay bills (Chris/Justin) was made and approved by board members in attendance. Some bills have not been received yet and will be noted in next month's bills.

## **VIX. UNFINISHED BUSINESS:**

- A. Trustees were reminded to complete the self-evaluation from last month's meeting. Chairman Dan will review several of the statements each month for better clarity and possible discussion.
- B. The Sunshade is scheduled to be painted soon.

## **X. NEW BUSINESS:**

- A. A digital sign is planned for the NW corner of the library. Funding will come from the Foundation who raised the funds through their 2024 annual letter. The library, with assistance from the city, is also putting a digital sign on the NE corner of Sheridan and Highway 59 which will display community events. The cost is still in the discussion stage and questions arose about the Library helping to fund that signage since it is not on Library property. More information will be reviewed. Carrie will be pursuing grants to provide funding for the sign.
- B. The Annual Meeting of the Foundation was held earlier and with funds raised this year they are looking at an EverBright Digital Display that will be placed on the wall in the Children's area for manipulative colorful gameplay. It will be 4 x 8 feet.
- C. IPIB Open Meeting Training will be held.
- D. The InterLibrary Loan Service will change and be much slower. AEA intends to try and replace that service, but the specifics still need to be fine-tuned.
- E. Volunteers for the New School and Staff Meet and Greet held in the Library to introduce the library staff and acquaint them with the facilities available for their personal or classroom use will be on Monday, August 18, 5:00-6:00 pm. The community is also invited.
- F. A new library page was hired: Paige Hielen

## **XI. FUTURE AGENDA ITEMS:**

Motion to adjourn (Justin/Gregg) was made and passed by board members present.  
**The next board meeting will be Wednesday, September 3, 2025 at 4:30 P.M.**

Respectfully submitted,  
Mims Henstorf, Secretary \_\_\_\_\_

Dan Cox, President \_\_\_\_\_