

SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

August 9, 2023

This meeting will be in person and via Zoom, an accepted Internet method of meeting with members who may attend online, if requested.

BOARD MEMBERS PRESENT: Marilyn Bayless, Gregg Broermann, Dan Cox, Jennifer Jones, Melinda Kirby, Amy Miller, Justin Trowbridge, Chris Wiebold, Adam Wright (via Zoom)

BOARD MEMBERS ABSENT: Mary Anne Gibson, Mims Henstorf, Eric Holste

ALSO PRESENT: Carrie Falk, Library Director; Jon Eric Brantner and Toni Graham, City Council Representatives

- 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, August 9, 2023 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** The minutes of the past board meeting were approved with the change from Melissa to Melinda under New Business B. Motion (Dan/Chris) passed.
- IV. COMMUNICATIONS:** Thank you notes from Room at the Table, First National Bank, and a patron who appreciated using the Omaha Children's Museum pass.
- V. REPORT OF THE DIRECTOR:** Carrie attended a farewell reception for the four staff members from the Lied Library of Clarinda who are leaving.
- VI. REPORT OF THE FRIENDS:** No meeting
- VII. COMMITTEE REPORTS:**
 - A. Budget:** Carrie went over changes to the Disbursements reports and how, beginning with FY2024, they now reflect which line items come out of the City's General Fund and which line items come out of the Library's Wilson Trust funds.
 - B. Building:** Gowing Plumbing was back to unclog the drain in the auditorium closet. There are concerns it has collapsed but after talking with the Wastewater Department an alternative solution has been reached and research on a sump pump and rerouting drip pipes will be explored. There was discussion over the Hackberry tree on Elm Street as it appears to be dying. Carrie will contact Jamie Fowler and the Tree Board to determine the next step.
 - C. Operations:** None
 - D. Policy:** None
- VIII. PAYROLL AND BILLS:**
 - A.** Motion to pay bills (Justin/Gregg) was approved.
- IX. UNFINISHED BUSINESS:**

A. Elevator Maintenance: Payment was made to Otis for the elevator maintenance work, per vote in July via email and which work had been discussed at a prior board meeting.. We received a 10% discount due to signing an annual maintenance agreement with them.

B. Wilson Trust: A vote on a one-time Wilson Trust funds transfer in the amount of \$30,000 from the Library to the City, which had been discussed during a prior board meeting. was completed via email to meet the deadline received from the City, with that deadline being before the next Library Board meeting in August. Per the following email from President Jennifer Jones to all Trustees and Carrie Falk on July 21, 2023:

“Thank you to all the Trustees for providing their votes so quickly.

All members of the Shenandoah Public Library Board of Trustees have voted, and with 10 YES votes and 1 NO vote submitted, It has been approved/passed to make the \$30,000 lump sum transfer from the Library's Wilson Trust monies to the City's General Fund account for FY2023.

NOTE: As board president and with my vote not needed to break a tie, I did not include my vote in this count.

Carrie Falk, Shenandoah Public Library Director, is copied on this email to advise her of the voting results, and to advise that she may now contact Karla Gray, Clerk for the City of Shenandoah, to provide Karla with this decision.”

Since it was not a unanimous approval, the votes submitted were as follows:

YES:

Marilyn Bayless

Dan Cox

Mary Anne Gibson

Mims Henstorf

Eric Holste

Melinda Kirby

Amy Miller

Justin Trowbridge

Chris Wiebold

Adam Wright

NO:

Gregg Broermann

ABSTAIN:

Jennifer Jones

C. Final FY2023 Budget Numbers: Tabled until next meeting when the report from the City is available.

X. NEW BUSINESS:

A. Supervisors Letter: The invoice in the amount of \$16,140 for annual funding for the Shenandoah Public for library services in rural Page County has been sent to the Board of Supervisors.

B. Foundation Update: The Library Foundation held their annual meeting at 4:00 pm, just prior to this Board meeting. Dan Cox replaced Vaughn Livingston on the Foundation. There was an update on the amphitheater sunshade project, discussion of the annual letter which will be requesting funds for A/V equipment for the Carnegie room.

C. Artwork Donation: The Library received an art donation from Nancy Collins. It is a winter scene painted by Franz Kriwanek who taught art in Shenandoah in the 1950s.

D. Spark Innovation Grant: Bevin Anderzhon is working with the Greater Shenandoah Historical Society to apply for a Spark! Places of Innovation Grant that includes a Smithsonian Exhibit and several humanities projects. Her plan is to partner with SWIFT for broadband access, and Earl May on city beautification. Bevin has requested members

of the board write letters of recommendation to include with the application. (Maximum number of recommendation letters is five.)

- E. Hotspot Policy:** Changes were made to the Library's Hotspot Checkout Policy. If a Hotspot is returned late, a \$10 disconnect fee will be assessed to the offender. A second late offense will again be assessed a \$10 disconnect fee and the offender will also be banned from reserving a Hotspot for two weeks and cannot be added to a Hotspot waitlist during that same time period. If a Hotspot is returned more than three days late, the offender will be banned from reserving a Hotspot for 30 days and cannot be added to a Hotspot waitlist during that same time period. This policy will be effective immediately on a trial basis and reviewed at the November board meeting. Motion (Dan/Gregg) passed.
- F. New Page:** Kloey Rine has been hired as the new page to replace Alex McIntosh who has headed off to college.

XI. FUTURE AGENDA ITEMS:

- A. Final FY2023 Budget Numbers**
- B. Potential Recording of Meetings**
- C. Changes to Hotspot Policy (November)**

- XII. ADJOURNMENT:** Motion (Justin/Chris) to adjourn was passed and the meeting was adjourned at 5:30 p.m.

The next board meeting will be held Wednesday, September 6, 2023 at 4:30 p.m.

Respectfully submitted,

Amy Miller for Mims Henstorf, Secretary _____

Jennifer Jones, President _____