

# **SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES**

**September 3, 2024**

**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 Burkhiser, Dan Cox, Mary Ann Gibson, Mims Henstorf, Jennifer Jones, Melinda Kirby, Chris Wiebold, Amy Miller, and Justin Trowbridge.

**BOARD MEMBERS ABSENT:** Eric Holste, and Adam Wright.

**ALSO PRESENT:** Carrie Falk, 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 Dan Cox at 4:30 p.m. on Wednesday, Sept. 3, 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/Gregg) and was approved by board members in attendance.

**IV. COMMUNICATIONS:** none

**V. REPORT OF THE DIRECTOR:** The emailed report was read individually before this board meeting. The County money distribution has been received.

**VI. REPORT OF THE FRIENDS:** none

## **VII. COMMITTEE REPORTS:**

- A. Budget:** on track- Bevin's reimbursement for education will come out of the library budget under Meetings & Conferences budget item
- B. Building:** Window washing estimate is \$1825. The City is aware of the water usage for the job to be done. Motion to accept the bid (Gregg/Melinda). Approved by board members in attendance.
- C. Operations:** none
- D. Policy:** Librarian 1-just cleaned up language. Motion to approve (Jennifer/Justin). Motion approved by board members in attendance.

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

A. Motion to pay bills (Justin/Gregg) was made and approved by board members in attendance.

#### **VIX. UNFINISHED BUSINESS:**

- A. The board continued to review several items from the self-evaluation to clarify the assignments for the board.
- B. The shade plates are going up on the Amphitheater and the end of the project is getting closer. The lights will be on a timer, but there will be an “override” for any “night in the sky” programs the library may have. A quote for the watering system to be installed was received and a motion made (Jennifer/Gregg) and approved (with the City Council awareness of the future water use. Landscaping will be delayed until spring as well as the dedication. A plaque acknowledging large contributions to the project will be displayed in a spot to be determined. Conversation proceeded about a “mini” event at night this winter with ideas brought up...no decision made.

#### **X. NEW BUSINESS:**

- A. Both digital signs were discussed, and grants are being explored for the city entrance signage. The total cost for both signs will be \$62,000. A motion to approve applications for grants to fund the community sign was made (Justin/Jenny) and approved by Board members in attendance. The DOT still needs to “sign-off” on this project.
- B. A review of the goals of the Strategic Plan was deemed to be up to date.
- C. Bevin explained that the Library’s monthly calendar is expanding to include a Community Calendar as she is working with Michelle at the Chamber. A QR code will be added so individuals may add the Google Community Calendar to phones.
- D. The Tobacco/Nicotine Pledge through Public Health matches up with the policy already in place in the Library, so we will sign the pledge.
- E. The People Counter needs to be replaced or updated. A beam across the entrance would require electrical support. Kirchert Electric has been by to give an estimate. More information on replacing the counters will be gathered and presented to the board for a vote via email once Joy is back.

**XI. FUTURE AGENDA ITEMS:** continued review of Board member self-evaluation, Counters, and plans for Shade project opening event

**The next board meeting will be Wednesday, Oct 8, 2025, at 4:30 P.M.**

Motion made to adjourn (Justin/Melinda), passed.

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

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