

SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

September 6, 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, Amy Miller, Justin Trowbridge (in person); Mary Anne Gibson, Chris Wiebold (via Zoom)

BOARD MEMBERS ABSENT: Mims Henstorf, Eric Holste, Melinda Kirby, Adam Wright

ALSO PRESENT: Carrie Falk, Library Director; Jon Eric 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 Wednesday, September 6, 2023 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** The minutes of the past board meeting were approved. Motion (Dan/Justin)
- IV. COMMUNICATIONS:** None
- V. REPORT OF THE DIRECTOR:** The annual report to the State Library is ready to submit. Carrie noted that rural county information has been added to the circulation stats report.
- VI. REPORT OF THE FRIENDS:** No meeting, but the book sale is coming up in October.
- VII. COMMITTEE REPORTS:**
 - A. Budget:** On track – no monthly report from City Hall
 - B. Building:** Jamie from the Tree Board looked at the Hackberry tree and says it needs pruning. It has been added to their list of trees to trim.
 - C. Operations:** None
 - D. Policy: Signage and Promotions Policy:** Motion to adopt (Gregg/Dan) was approved.
- VIII. PAYROLL AND BILLS:**
 - A.** Motion to pay bills (Justin/Gregg) was approved. Baker & Taylor bills have not arrived yet. Otis Elevator is a yearly contract instead of quarterly like TKE. The Foundation paid for the geotechnical drilling, and will also get a pass to Fontanelle Forest and Lauritzen Gardens that will be available for check out.
- IX. UNFINISHED BUSINESS:**
 - A. Final FY 2023 Budget Numbers:** We finished the year at 100.23%, only \$841.37 over budget.
 - B. Update on Spark Innovation Grant:** The Spark application is ready to be turned in. Bevin is waiting on one more letter of recommendation and will then submit the application on September 8.

X. NEW BUSINESS:

- A. Recording Meetings:** After some discussion the consensus was not to record meetings.
- B. Training:** There will be continuing education opportunities for Trustees coming up on September 21 and again in October and November. These training sessions are recorded and it was discussed whether to watch together at a later date or distribute the link for everyone to watch at their convenience. Library Staff will have disaster training Friday, September 8 from 4:00 to 6:00 p.m. Carrie will be at the ARSL conference in Wichita, KS, September 20-23. Joy and Bevin will attend the State Library's Learning Circuit in Carroll on September 28. Next month Carrie and Bevin will attend the Iowa Library Association's annual conference in Dubuque October 11-13.
- C. Americans and the Holocaust Traveling Exhibit:** This exhibit from the American Library Association and the Holocaust Museum will be available from 2024 to 2026 and will include a \$3,000 allowance for programming in conjunction with the exhibit. Carrie is checking with Becky Barr and the Museum Board to see if they can host the exhibit for us. Once that is approved, Carrie will apply for the grant which is due October 14.

XI. FUTURE AGENDA ITEMS:

- A. Annual Report**
- B. Changes to Hotspot Policy (November)**

XII. ADJOURNMENT: Motion (Dan/Gregg) to adjourn was passed and the meeting was adjourned at 5:10 p.m.

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

Respectfully submitted,

Amy Miller for Mims Henstorf, Secretary _____

Jennifer Jones, President _____