

SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

September 9, 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, Dan Cox, Michael Weber, Jennifer Jones, Melinda Kirby, Amy Miller, Chris Wiebold, Ellen Christensen, Mims Henstorf, and Justin Trowbridge

BOARD MEMBERS ABSENT: Jenny Burkhiser and Adam Wright.

ALSO PRESENT: Carrie Falk, Director, and Matthew Regan, 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, September 9, 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 (Jennifer Jones/Chris Wiebold) and was approved by board members in attendance.

IV. COMMUNICATIONS: Card sent to Sue Burchett & Eric Holste

V. REPORT OF THE DIRECTOR: The emailed report was read individually before this board meeting.

VI. REPORT OF THE FRIENDS: Preparing for the book sale at the end of October

VII. COMMITTEE REPORTS:

A. Budget: on track

B. Building: Decision not to pay the irrigation contract until a new system is installed. Pieces of the tile roof will need replaced. Investigations into who would be willing and able to tackle that project. The window tinting is in progress.

C. Operations: okay

D. Policy: Updating of the Clerk job description was approved (Jennifer Jones/Gregg Broermann) as written.

VIII. PAYROLL AND BILLS:

A. Motion to pay bills (Chris Wiebold/Jennifer Jones) was made and approved by board members in attendance.

VIX. UNFINISHED BUSINESS:

- A. Update on the installation process of the new digital sign for the community was discussed. Motion to approve a new policy for what can appear on the new digital sign (Justin Trowbridge/Chris Wiebold) was made and approved.

X. NEW BUSINESS:

- A. Welcome to Michael Weber as the new trustee replacing Eric Holste after his six years of service.
- B. Discussed the Shenandoah Public Library's special profile that was compiled by former State Library staff Gerry Rowland using number from the FY2025 Annual Report.
- C. The State Auditors have requested that when the board initials the Foundation's financial statements that they put the date next to their initials on the sheets.
- D. Carrie went over the library's FY2026 Annual Report and gave an overview of what a typical week at the library looks like and discussed the numbers. Motion to accept the annual report (Gregg Broermann/Jennifer Jones) was made and approved.
- E. The library will be advertising the page position and looking to hire a new page by the end of September.
- F. Iowa Open Meeting Webinar: section V was viewed.

XI. FUTURE AGENDA ITEMS:

Motion to adjourn meeting (Jennifer Jones/Ellen Christensen) was made and passed.

The next board meeting will be Wednesday, October 7, at 4:30 P.M.

Respectfully submitted,

Melinda Kirby, Alternate Secretary _____

Dan Cox, President _____