

# SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES

October 9, 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, Dan Cox, Mims Henstorf, Jennifer Jones, Melinda Kirby, Amy Miller, Jenny Burkhiser, Mary Ann Gibson(Z), and Chris Wiebold.

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

**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, October, 9, 2024 in the Carnegie Room.

## II. PUBLIC FORUM:

**III. READING OF THE MINUTES:** The minutes of the past board meeting were read through email. Motion to approve made ( Chris Wiebold/Jenny Burkhiser) and passed.

**IV. COMMUNICATIONS:** A very nice letter from former resident EVe Myrberg was sent to Carrie. She was a very active board member during the building of the new addition. She mentioned that the library has always been supported by the community through generous donations and the unsung volunteers who help in many ways within the library structure and the surrounding community. She mentioned how useful donations such as the IBM stock given by the Teget Foundation provide a continuous gift for Library use.

**V. REPORT OF THE DIRECTOR:** Board read by email. No additions. It was noted that several “kid-related” programs are back to attendance numbers before COVID.

**VI. REPORT OF THE FRIENDS:** The Friends are reorganizing the structure of the group to still meet the needs of the Library, but to be able to “help” in different ways and with fewer people. The Annual Book Sale will be their only continuing program.

## VI. COMMITTEE REPORTS:

**A. Budget:** We have already overspent the budget this first quarter on the air conditioner repair and several other large unexpected expenses.

**B. Building:** The architect and the construction company seem to be at odds over some of the beginning work. They will be meeting tomorrow to discuss the situation and come to a mutual understanding.

**C. Operations:** Information presented in new business.

**D. Policy:** All policy reviews have been completed.

## VII. PAYROLL AND BILLS:

**A.** Motion to pay bills (Chris/Jennifer) was made and approved.

**VIII. UNFINISHED BUSINESS:** Library Security for the staff was discussed at length. Cameras for the outer surveillance building will be increased and strategically placed for better visuals. The computers for the system and “buttons” for direct contact with the police will be updated. Three companies were contacted for an evaluation of our needs and the placement of the surveillance systems. Bids from 3 companies PCS, Inc. (present company/ approximately \$6,200, plus the cost of the “watches”), ADT (recommended by other businesses in town/ approximately \$8,000 for 3 years + installation, and Embark, (another recommendation/24/7 monitoring then phone to local police/approximately \$20,000), were evaluated. Cost, ease of use, and realistic use of the products presented were taken into consideration. The present need did not seem to accommodate the drastic increase in cost for the second and third company evaluated. Presently the need was for quick and dependable response from the police when needed. It was decided to update the current system with PCS, Inc (the button under the desktop which has a direct line to the police (who have always been quick to respond), and the addition of wrist devices which can be worn when the employee is away from the desk. Motion made (Gregg/Mims) and passed.

**IX. NEW BUSINESS:**

- A. The Director’s salary was reviewed by a committee (Justin and Jennifer) with Carrie. They compared the present salary with other Library Directors looking at size of town and library collection, length of service, and education degree. A 5% degree would raise the salary to \$60,548. A motion was made for the 5% raise (\$60,548) by Jennifer and seconded by Gregg. Passed unanimously. This salary will go into effect Jan 1 and reevaluated at the July budget talks. (This was precipitated by new Federal law for no overtime exemption for salaries under \$60,000 annually (Carrie, who is salaried, would be caught by this increase).
- B. The Annual Report was presented with great positive strides showing recovery from COVID drops. It is available for all to see. The Library is in good hands as shown by this report which is available at the front desk. Kudos from the Board to our staff and their leader Carrie for all the long hours and hard work they do to make our Library “TOP NOTCH!”
- C. Clarinda Library will be closed Oct 22 while the employees spend the day onsite with the Shenandoah Library for an in-person learning experience observing our staff.

**X. FUTURE AGENDA ITEMS:**

- A. Strategic planning. Also, congratulations to Bevin who will be completing her Library endorsement and continuing studies in Library Science.

Motion to adjourn made and passed by acclamation.

**The next board meeting will be Wednesday, Nov. 6, 2024, at 4:30 P.M.**

Respectfully submitted: Mims Henstorf, Secretary \_\_\_\_\_  
Dan Cox, President \_\_\_\_\_