

SHENANDOAH LIBRARY BOARD OF TRUSTEES MEETING MINUTES

November 5, 2025

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

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

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 Dan Cox at 4:35 p.m. on Wednesday, November 5, 2025, in the library's Carnegie Room.
- II. PUBLIC FORUM:** None applicable.
- III. READING OF THE MINUTES:** A motion was made (Chris/Gregg) and passed to approve the minutes of the October board meeting.
- IV. COMMUNICATIONS:** An invitation to the Optimist Youth Appreciation Banquet was received for all members to attend on November 10, 2025, at the Shenandoah Elk's Club. A letter was shared that the Greater Shenandoah Foundation (GSF) has generously awarded a grant of \$10,000 to the Shenandoah Public Library for its digital display signage project.
- V. REPORT OF THE DIRECTOR:** In addition to the written report provided, Carried shared that the Policy Committee has approved some language changes as presented on the Collection Development Policy, which covers criteria for collection items retained and discarded. Specifically, the Statement of Concern was updated to be more inclusive of all concerns (not just books) and a minor change in Gift Policy was made to reflect actual practices. In other comments regarding the ALA's Access to Minors update, while ultimately parents are encouraged to be involved in their children's visits to the Library, the Library cannot act *in loco parentis* regarding their access.
- VI. FRIEND'S REPORT**
 - A.** The Book Sale generated \$1,024.52 for the library. Volunteer support was terrific!
 - B.** Carrie Cassidy of Book Barn took remaining books.
- VII. COMMITTEE REPORTS:**
 - A. BUDGET:** Budget is on track with 34% budget expended at 33% of the year.
 - B. BUILDING:** Building maintenance focus has been outdoors by new Sun Shade Amphitheater. Twin Oaks seeded grass October 26th, 2025, and watered. Michal Falck and her two sons volunteered with watering for about an hour of labor, with half the area watered. Volunteers welcome to water the seeded grass area on a daily basis.
 - C. OPERATIONS:** None
 - D. POLICY:** A motion to approve the updated Collections Development Policy statements was made (Justin/Jennifer) and passed to approve.
- VIII. PAYROLL AND BILLS**
 - A.** A motion to approve the bills was made (Chris/Amy) and passed.

IX. UNFINISHED BUSINESS:

- A. Trustee Self Evaluation:** The Trustees committed to more fully using the planning documents to inform decisions, be more familiar with state and federal laws governing libraries, and advocate more for libraries in the public arena.
- B. Trustee Training Report:** The Polk County training was attended by Dan, Amy, and Carrie via Zoom and well attended in person. A recording was requested and made for those unable to attend the training held in Clive, IA. Craig Patterson, longtime state lobbyist was a speaker and he emphasized personal messages to legislators on important issues. All were invited to attend the local legislative coffee to be held at the Coin Public Library in December 2025 to hear from our local legislators representing Page County.

X. NEW BUSINESS:

- A. Update on Book Jobber:** Operations is adjusting to the new book jobber Ingram, starting orders at a 42% discount, but shipping charged and administration adjustments.
- B. Carnegie Gift:** The Library was recently awarded \$10,000 by the Carnegie Foundation of New York Carnegie and the Board will consider options to aid the Library. In addition to the Greater Shenandoah Foundation's (GSF's) generously awarded a grant of \$10,000 to the Shenandoah Public Library for the highway portion of digital display signage project. More grants will be applied for to complete the funding for the highway digital display sign and any donations are welcome.
- C. New Marketing Design** – Joy Storvedt, Teen and Technology Librarian, shared that the Shenandoah Public Library is updating its branding and presented an Amphitheater themed logo. She created a new promotional poster look through Library Aware (new software that creates the library calendars, email blasts, and posters). The Windows 11 update is being managed with the Library's several computers.
- D. Holiday Party** – scheduled for January 4, 2026.

XI. FUTURE AGENDA ITEMS:

- A. Slogans for Shenandoah Public Library** branding in next 5 years.
- B. Library Cards** will be rebranded with new logo and slogan; Trustees and public input.
- C. Christmas Letter Donation** regarding for Everbrite Board Project.

- XII. ADJOURNMENT:** Motion to adjourn (Greg/Justin) was made and passed with the meeting adjourned at ~5:50 p.m.

The next board meeting will be held Wednesday, December 3, 2025 at 4:30 p.m.

Respectfully submitted, Jenny Burkhiser, Temp Secretary 

Dan Cox, President _____