

# **SHENANDOAH LIBRARY BOARD OF TRUSTEES MINUTES**

**December 4, 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 Anne Gibson, Mims Henstorf, Eric Holste, Jennifer Jones, Amy Miller, Justin Trowbridge, and Adam Wright.

**BOARD MEMBERS ABSENT:** Melinda Kirby and Chris Wiebold.

**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 4:30p.m. on Wednesday, Dec. 4, 2024, in the Carnegie Room.

**II. PUBLIC FORUM:** none

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

**IV. COMMUNICATIONS:** none

**V. REPORT OF THE DIRECTOR:** Board read through email. Children's participation numbers were up greatly.

**VI. REPORT OF THE FRIENDS:** They will meet on Friday. One hundred fifty new sweaters have been donated to the Friends by the Clark family. They are discussing a possible sale of the sweaters as a fundraiser.

## **VII. COMMITTEE REPORTS:**

- A. Budget:** Spending has been within our guidelines. Plumbing repairs were included in this billing month.
- B. Building:** Cement work on the outdoor Sunshade is done for the winter. Repairs for the urinal in the men's restroom, the lift station for the auditorium sink, and removal of a garbage disposal were completed. Jeremy McAllister will administer a smoke test for the unfortunate odors in the building. The contract for the air purifiers and scenting units will not be renewed as there seemed to be little improvement with their use.
- C. Operations:** needed no report
- D. Policy:** needed no report

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

- A. Motion to pay bills (Justin/Amy) was made and approved.

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

- A. Notice for the Jan. 5 (4:00 PM-6:00 PM) Christmas gathering was given and sign-up sheets for food and “goods” were passed around.
- B. The Strategic Plan survey is ready to be unveiled in January.
- C. The ruling of the Fair Labor Standards did not change our decision last month about Carrie’s proposed pay increase. It was agreed to continue with last month’s proposal.

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

- A. Security cameras are installed and working with good visibility for the entrance doors. Personal security safety devices just arrived, and the staff will be educated in the correct use. One was ordered for use on each floor.
- B. The City will begin discussion of the next year’s budget as soon as the budget worksheet is available. Money to pay for the Hotspots (#10) now budgeted in the Foundation, may be moved to the regular budget (perhaps paid by the Wilson Trust) as the cost is nearly \$500 per month.
- C. A view of the improvements on the Library website was shown on screen. Many of the Collection of Things have been photographed, as well as puzzles, games, free passes for use by patrons, and accessibility for all to use. Visuals of all are being updated and very well done.
- D. The State Library has placed Brenda Hall as acting State Librarian until a new director is named.
- E. There will be not legislative visits at this time as the session starts quickly after the New Year. There will be attendance by some of the staff at the Community Foundation Meeting in Red Oak later this month.

### **XI. FUTURE AGENDA ITEMS: FY 2026 Budget**

Motion to adjourn (Jennifer/Justin) made and passed by acclamation.

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

Respectfully submitted,

Mims Henstorf, Secretary \_\_\_\_\_

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