

# SHENANDOAH PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

## DECEMBER 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:** Gregg Broermann, Dan Cox, Mims Henstorf, Jennifer Jones, Melinda Kirby, Amy Miller, Chris Wiebold (in person); Mary Anne Gibson (via Zoom)

**BOARD MEMBERS ABSENT:** Eric Holste, Justin Trowbridge, Adam Wright; Marilyn Bayless (Marilyn resigned from the board prior to this meeting)

**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 4:38 p.m. on Wednesday, December 6, 2023 in the library auditorium.
- II. PUBLIC FORUM:** None
- III. READING OF THE MINUTES:** A motion was made (Dan/Gregg) and passed to approve the minutes of the November board meeting.
- IV. COMMUNICATIONS:** None
- V. REPORT OF THE DIRECTOR:** The Christmas Tea will be held on Tuesday, December 19 at 4:00 p.m. The Annual Foundation fund raising letter has reached a total of \$3,390+ to help purchase new computers for the children's area and a Nintendo Switch for the teens to use. Money has also been received from the Hockenberry Foundation and the Robert Holmes Foundation. The presentation on Teddy Roosevelt held last month in the auditorium was enthusiastically received by a crowd of over 100. It was recorded and is available to view on the Library's Facebook page.
- VI. REPORT OF THE FRIENDS:** None
- VII. COMMITTEE REPORTS:**
  - A. Budget:** All on track
  - B. Building:** Problems with the sink in the auditorium required a plumber and the problem seems to be fixed. Electronic equipment installed today in the Carnegie Room.
  - C. Operations:** Okay
  - D. Policy:** Item included under New Business
- VIII. PAYROLL AND BILLS:** Motion to pay bills (Chris/Dan) was approved.
- IX. UNFINISHED BUSINESS**
  - A. Holiday Party:** The annual library holiday party will be held on Sunday, January 7, 2024 from 4:00 p.m. to 6:00 p.m. A website link has been provided for board members to sign up to bring various items needed for the party. Each current board member is asked to bring an appetizer to share. Past board members and Foundation members are invited to enjoy the celebration.
  - B. Legislative Visit:** The visit with our state legislators - Senator Tom Shipley, Representative Tom Moore, and Representative Devon Wood - will be held in the library's auditorium on Monday, December 11 at 6:00 p.m.

**X. NEW BUSINESS:**

- A. Gifts Policy:** The Gifts Policy, updated by the committee of Amy Miller, Jennifer Jones, and Carrie Falk, was presented to the board earlier this month for review. After discussion, the addition of the phrase “by a 2/3 majority of a quorum (7)” was added to the end of paragraph three on the first page under “Purpose”. A motion was made (Gregg/Dan) and passed to accept the new wording and the entire new Gifts, Donations and Naming Rights Policy to replace the previous Gifts Policy. After further discussion, a motion was made (Gregg/Melinda) and passed to use the monetary gift in memory of John Teget for the furnishings of the remodeled Carnegie Room. A plaque will be designed to acknowledge this gift and express appreciation for John’s devotion to our library by serving on the Shenandoah Public Library Board and Foundation for more than 12 years, his service to the State Library, and his heartfelt commitment to promote library use by all citizens.
- B. January Board Meeting:** It was decided that the January board meeting will be held on Wednesday, January 10 to allow time for the bills to be received. A motion was made (Chris/Dan) and passed for Carrie, at her discretion, to pay the bills that may be due prior to the January meeting so as to avoid any late fees.
- C. Marilyn Bayless Resignation:** With the resignation of trustee Marilyn Bayless, a new board member will be needed. It must be a female living within the Shenandoah city limits. The name of a potential candidate was mentioned as someone having an interest in serving on the board. A motion was made (Gregg/Amy) and passed for Carrie to visit with the potential candidate and, if that person agrees to serve, that person will take over Marilyn’s trustee role.
- D. Page County Library Report:** The Page County Library Report was reviewed, with highlights including a 13% increase in usage and that there are over 9,000 Page County citizens with library cards. It is an informative and eye-catching flyer.
- E. Trustee Training:** There is Trustee Training being held in Red Oak at 6:00 p.m. on Monday, January 22. A program will be presented that has always been informative to Trustees. Any board member interested in attending this training, or have any questions, please contact Carrie.

**XI. FUTURE AGENDA ITEMS:**

- A. New Trustee** (if not already concluded)

- XII. ADJOURNMENT:** Motion to adjourn (Dan/Chris) was passed and the meeting was adjourned at 5:30 p.m.

**The next board meeting will be held Wednesday, January 10, 2024 at 4:30 p.m.**

Respectfully submitted,

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

Jennifer Jones, President \_\_\_\_\_