

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
March 26, 2024**

Library Mission Statement:

The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.

MINUTES

Call Meeting to Order-

Roll Call – S. Velasquez, M. Phipps, K. Bock, L. Peterson, J. Hough, B. Bruce, S. Kennedy, Director Walley

I. Additions to the Agenda/Agenda Approval

MP motioned to approve the minutes

II. Approve Minutes of Previous Meeting- 2-27-2024

All in Favor

III. Public Forum (Limit 5 Minutes)

Barry Bergamo updated the library fence; sections were fixed, and they added feet. They will be sandblasting, painting, and coating. The project will be completed in about three weeks. He also set up another beautification date when the fenced area can be cleaned. It was suggested to ask Public Works to install and deliver the fence.

Joann talked about the Friends of the Library wanting to digitize yearbooks; the cost to complete them would be 53 cents a page and about \$55 a book about \$4000 - \$5000 for 77. Takes 30 to 55 days to complete. They will also include Jesse Denison's information to be digitized. Mapleton Library completed a similar project.

IV. Trustee Training-Sandy Velasquez

- Shared information about Ames Library event (Reading Buddies) and suggested the board volunteer to host the event
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V. Correspondence- None

VI. Approve Bills- Signature Page

VII. Director's Report – Director Walley

- The library has been on the new server for over a week now and everything is going well
- D & S Sales-Jeff came to the library on 3/14, discussed all the signs, took measurements, and walked through the building to give his opinion on sizing and lettering. Communication ongoing on layout and invoicing
- AED Units are a one-time use and costly to replace. The units require once a month check.
- Old accounts - requested more direction
- The Security System policy draft is not complete, but spoke with a company to do a walk-through of the campus. Monica also mentioned potential safety risks, doors can pin

patrons between the door and book deposit. To fix it would require major changes, something to consider. It was suggested that a sensor be placed.

- Shared report on meeting usage
- Outlined programming on upcoming events
 - White Elephant Book and Bake Sale April 6th, 9 am - 1 pm
 - Houdini April 8th - Main Library 5:30 pm

Checked with City Manager to determine if insurance had any issues with cameras being added

VIII. Unfinished Business:

A. Care Instructions-Warranty information on the Carnegie Restoration Project

Monica shared that verbal instructions were provided on caring for new furniture. Copies of warranty and receipts are being held by the Friends of the Library. Connie mentioned that she would be sharing warranty information with Monica.

B. Server Project Update

Things are going well with the update.

C. Facilities Updates

Leak in the Carnegie room; a bid was provided, and will be checking if the City will check if they can replace it.

D. Patron Accounts

Delete everything from October 2012 and then going forward. and accounts with \$5-dollar service fees are deleted after 5 years of no service. In addition to deleting accounts, patrons do not have an up-to-date address on file.

BB Motions KB seconds Motions Approves

E. Building & Content Security

Connie, Devon, and Monica met with the Friends of the Library, and they will pay for the display box and the door. They found an additional piece of glass that matches the current doors that will be used on the new door. The board expressed their Thank you to the Friends of the Library for their donation.

IX. New Business:

A. Library Staff Wages

Viewed data from various libraries of the average wages are from other libraries. Monica mentioned it is difficult to attract and keep part-time individuals and manage the library for the 60 hours it is open. Bill Bruce talked about taking a look at increasing wages or decreasing the hours that the library is open. Monica mentioned this as a conversation for future consideration. Monica will find out the number of hours the library needs to be opened for our accreditation.

B. Parking Lot

Joann mentioned that Friends of the Library would like to fund additional parking at the library. She mentioned that they would like to get quotes. It was suggested to speak with the City for suggestions. Additionally, it was suggested to add this budget request for next year.

1. Monthly Reports

No comments

2. Library Accounts

Had a discussion under unfinished business

3. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports

a) Book & Policy (Kennedy, Bock, Hough)

b) Finance (Bock, Phipps, Kennedy)

Next month - Evaluations will be completed for the staff. The committee will have to meet and make evaluations. Additionally, the board will also be receiving evaluations to complete.

c) Technology (Phipps, Bruce, Kennedy)

d) Facilities (Peterson, Bock, Hough)

e) Public Relations (Peterson, Bruce, Hough)

Next Board Meeting: April 23rd, 2024 @ 5:15 pm Fireside Room

SK motions meetings to adjourn BB seconds - All in Favor