

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
November 18th, 2021**

MINUTES

Call Meeting to Order-

**Roll Call –Peterson, Bergamo, Velasquez, Zupp, Skoog, Phipps,
Director Walley**

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting-** *JZ, BB moves to approve- all votes in favor*
- III. Guests:** *Mayor Pam Soseman, Denison Library Friends, Terry Crawford, Eric Martens*
- IV. Correspondence-** *Thank You Notes were sent to recent patrons who donated money to the library*
- V. Approve Bills-** *All members present signed the sheet*
- VI. Director's Report –**
 - *Reported meetings she attended*
 - *Held interviews for part-time library assistant and page positions*
 - *Shared work injury and filed worker comp claim*
 - *Recycled Christmas sale is 11/19 and 11/20*
 - *Shared adult programming:*
 - *November craft gnomes*
 - *Color me calm*
 - *Shared teen programming:*
 - *Tabletop role-playing was not attended*
 - *Switch Saturday had a few attendances and will be moved to Thursdays*
 - *Shared children's programming:*
 - *Trick or treat storytime (27 attendees)*
 - *Market in the Park – (200 Halloween books were given to attendees)*
 - *Makers Mondays, tablet, and switch Thursdays*
 - *My first storytime every Wednesday for toddlers*
 - *Family Storytime 1st & 4th Saturdays*
 - *Theme Storytime 2nd Saturday*
 - *Bi-lingual Storytime 3rd Saturday*
 - *Katie distributed 1200+ flyers to area schools on November*
 - *43 meeting room usage/ 163 patrons*

- Mentioned her concern with the usage Bridges from patrons that owe a damaged item, the board discussed concern, but no changes were made to the policy
- Proposed hiring a permanent part-time library assistant that would allow for further hours. It was recommended to budget for increased wages

VII. Unfinished Business

A. Terry Crawford-Dean Fagen Structural Report

- Reported on the findings that Dean Fagen's study of the library. He visited the library at the end of March, and he reviewed the eastside of the addition, which was discovered to be settling in the early 1990s. He reported that no new settlement was apparent in the building. The recommendation is to seal the cracks and ultimately do a total cleaning and tuck-pointing job of all the brick and stone. Bricks would need to be harvested and feathered around the corner and a new steel plate and door. Rough estimate for tuck-pointing 60-100 grand, which wouldn't include cleaning the limestone. Once done, it would be sealed and will have to repeat periodically. A proposal will be requested and submitted to the city council to repair in phases. The first phase may involve the Carnegie side and potentially cleaning the whole building. Will also be repairing the exit door.*

B. Upgrades/beautification of grounds project

- Friends/Library/Library Board Trustee
 - Working on surveys and doing more research on the addition of the library to see if there is a need. They are also looking at potential updates to the library to improve the look. A driving factor of the addition is the lack of meeting spaces in the community, which the addition would improve. A survey has been posted on the library's Facebook page, newspaper, and physical copies. Eighty-one participants have taken the survey, so far stated that food & beverage area, outdoor seating, media & tech rooms are items they would like to be seen. Friends are looking at a long-term plan for the renovation to allow for proper research.*

VIII. New Business:

A. CDs

- JZ motions to reinvest CD for 11 months for .45, SK seconds – all in favor*

B. FY23 Budget Proposal

- Finance committee will meet to work on proposal by December 3rd*
- Library received various donations*

C. Date for December Board Meeting

- Monday 20th

VIV Monthly Reports

- A. Library Accounts- *All members reviewed*
- B. Monthly Library Report - Circulation & Acquisitions/Collection
- C. Denison Library Friends Report-Notes under unfinished business

IX. Committee Reports

- 1. Book & Policy (Bergamo, Bock, Skoog)
- 2. Finance (Bock, Phipps, Zupp)
- 3. Technology (Phipps, Velasquez, Zupp)
- 4. Facilities (Bergamo, Bock, Skoog)
- 5. Public Relations (Bergamo, Velasquez, Zupp)
 - o *Color me calm tree*

Next Board Meeting 12/20/21
TS, BB moves to adjourn- all votes in favor