

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
January 25, 2022**

MINUTES

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval – TS, JZ – all votes in favor.**
- II. Approve Minutes of Previous Meeting- TS, JZ – all votes in favor.**
- III. Guests: Denison Library Friends, City Council Liaison-Dustin Logan. Wayne came from the Friends. White Elephant sale will be on April 2, 2022. Larry would love to see an Eastern entrance. Larry would like to see an outdoor space. Monica discussed possibly having new furniture in the upstairs of the library and Monica and Connie will discuss this. A company in Omaha prepared a sketch of some design work for upstairs. Monica will send the Trustees the plans she received.**
- IV. Correspondence- None**
- V. Approve Bills - Members present signed the sheet.**
- VI. Director's Report –**
 - A. Monica attended city council meetings.**
 - B. Murder mystery was going to be planned for weekend of Superbowl until they realized the conflict. This will be rescheduled to a more-appropriate date.**
 - C. Programming calendar is going out to CDC.**
 - D. Michelle doing Color Me Calm and Family Game night**
 - E. Katie doing Table Top Role Playing and all Children's Activities.**
 - F. Monica working on Omaha Foundation Grant for digitizing. Since Monica came we've digitized 142 years of the newspaper. Right now we are current to 2012 and with the grant it will put us to 2014. It has to be microfilmed and then digitized. We've also digitized the German newspapers which was done in Cedar Rapids.**
 - G. Monica sent draft of next strategic plan through 2027.**
 - H. Monica advised there is a new trash receptacle outside the building now which will hopefully reduce litter outside. The city paid for this.**
 - I. The library website is up and running. Monica was unaware they would roll it out on New Year's weekend and Monica found out when a patron called and said she could not get into it. We were not ready to roll it out but Monica and Katie have been tweaking it. Today they added the mission statement and history of the library. Next they will add the**

policies. The website does not cost us anything and it is managed through the State Library Association.

J. Monica and Elaine are going to meet tomorrow at 3 to do an assessment of our book-keeping system downstairs.

VII. Unfinished Business

A. Updates on Back Door Repairs – the new door is in the furnace room including the frame. They are waiting to schedule the install. Mark Slechta is going to put the new door in.

B. Updates on upgrades/beautification of grounds project

- Friends/Library/Library Board Trustee – See above. This is pending repairs to the exterior door.

C. Purchase of an Oversized Wheel Chair-ADA – Monica looked at requirements for accreditation. There is no requirement to have this in the building. Monica also has a checklist for ADA compliance.

VIII. New Business:

A. Library Hours of Operation – Staffing is an issue. As of Saturday there are 3 full time people, 2 seasoned librarians and 1 that has been here for 4 months and 2 pages who are limited in what they can provide, plus the custodian. Full operations are 60 hours per week. Monica has been helping cover the floor for shortages and then because of that Monica is staying late to get her work done. Michelle is also getting taken away from her duties when she is working the floor. Part of the job is to work the floor, but not as much. Katie is doing Children's Library stuff, but also is doing the IT work such as the website and programming. On Fridays, Katie is not even in the building most of the day because she is doing outreach to area schools. Saturdays we run 2 part time people all day and Katie. This presents hardships with requests for time off. If there is a need for vacation or emergency time off, it presents a hardship.

a. Monica's suggestion – cut back on M and W from 9-5 rather than 9-8. This would be 6 hours off per week. This equates to 18 hours being eliminated. PT staff can only work 30 hours per week on average or less. Older PT staff are not interested in more hours and they are wanting only 15 hours per week and they are working 20-24 hours per week.

b. Another suggestion is Saturdays being eliminated. No one liked this idea.

c. The board discussed the number one problem being pay per hour.

d. Jennifer's suggestion was to immediately advertise for \$10.00 per hour through February and if we cannot get staff by February then reduce hours on M and W to 5 pm. Monica will check accreditation.

B. Library's Strategic Plan 2022-2027 (Committee) – Barry, Kristi, and Terri will plan to get together to prepare updates to the next strategic plan.

C. Date of February Board Meeting-February 22, 2022

VIV Monthly Reports

- A. Library Accounts – Members present reviewed financial information.
- B. Monthly Library Report - Circulation & Acquisitions/Collection
- C. Denison Library Friends Report-1/10/2022 – Members reviewed Friends' November and December reports.

IX. Committee Reports

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|---------------------|----------------------------|
| 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) |

Next Board Meeting February 22, 2022

JZ, BB, all votes in favor to adjourn.