

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
April 28, 2022**

MINUTES

Call Meeting to Order-

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

Welcome to new Trustee: Jeri Hough

I. Additions to the Agenda/Agenda Approval

- a. BB Moves, JZ seconds- All approved

II. Approve Minutes of Previous Meeting-

III. Guests: Mayor Soseman, Denison Library Friends,

IV. Correspondence- Thank You Notes

V. Approve Bills- Board Approved – All in favor

VI. Director’s Report –

- *Attended various meetings*
 - *Management meetings, city council, board meeting*
- *Trustee training and tour of library*
- *Monogram foods grant application discussion for children library due June 15th*
- *Adult programming*
 - *Color Me Calm- 1st Tuesday night*
- *Children programming*
 - *Table Top Roll Playing 2nd Thursday night*
 - *Family Night -3rd Tuesday*
- *Winter reading program – 8 people participated, winners to be drawn on Monday*
- *National Library week April 3rd – 9th*
 - *Guess Who’s Reading – Librarians on Facebook*
 - *Guess how many books are in the Main Library*
 - *Guess How many books are in the Children Library*
- *Upcoming programming*
 - *The Paper Clip Project-Holocaust Remembered April 28th @6pm*
 - *Local author, Brandon McDermott- May 24th discusses his book “Abandoned Brandon”*
- *Friends White Elephant Book and Bake Sale*
- *Meeting Rooms Usage*
- *Didn’t close due to storms*

VII. Unfinished Business

A. Updates on upgrades/beautification of grounds project

- a. *Friends of the library will be creating a story board with updates*

b. JZ Moves to put \$20,000 towards the inside of the building, JH Seconds – All in favor

Discussion- BB suggested to picking one project and to start asap, JZ suggested funding to be used on the inside of the library.

B. Policy Review-Technology

Tabled for upcoming meeting- All approved

C. Capital Improvement Funds/Library Bldg. Bond proceeds

Two bills for the door update- \$1774 JH Moves to take the funding from maintenance budget JZ seconds- All approved

D. Evaluations-Trustee/Staff

JZ- Brought up concerns with receiving the materials at a very short notice

Staff evaluations were not discussed

Board Trustee Evaluations: Board discussed possible changes to improve on areas with low numbers. Board members are encouraged to attend more library events and keep track of legislation.

E. IA Code section 256.51-Annual sales transaction of Library materials and assets to the Denison Library Friends for fair market value.

JZ moves to sale weeded books to the friends of the library for \$50, MP seconds- All Approved

VIII. New Business:

A. Safe breach/New push button safe

Former employee accessed safe due to knowledge of placement of key to place fundraiser money from an event of the Friends of the Library. Director suggests to buy a safe with a digital key. Also suggested that the Friends of the Library have their own safe. The Friends will be discussing safe purchasing for their funding purposes.

Concerns were discussed regarding Friends of the Library donations and the process of collecting the funding. A form will be provided and staff will be receiving training.

BB Moves to purchase Safe #1 Amazon Basics Steel Home Security Safe, JZ seconds- All Approved

B. Year End Funds expenditures-May

June 30th is the end of the fiscal year

C. Requested to move meetings to Mondays or Thursdays in the Summer

VIV Monthly Reports

A. Library Accounts

B. Monthly Library Report - Circulation & Acquisitions/Collection

Many categories are improving based on previous years.

D. Denison Library Friends Report-None (Friends Board meeting 5/9/22)

Got a quote for tables for the new updates and kitchenet, plumbers visited the area to see if updates can be made. Carpet samples will be coming in soon. Visited furniture store and working with them to create a plan. Getting a quote for chairs.

IX. Committee Reports

- | | |
|---------------------|----------------------------|
| 1. Book & Policy | (Bergamo, Bock, Hough) |
| 2. Finance | (Bock, Phipps, Zupp) |
| 3. Technology | (Phipps, Velasquez, Zupp) |
| 4. Facilities | (Bergamo, Bock, Hough) |
| 5. Public Relations | (Bergamo, Velasquez, Zupp) |

Next Board Meeting May 24, 2022

BB motions to Adjourn, JZ seconds- All approved