

**MINUTES NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
July 26th, 2022**

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 – Bergamo, Velasquez, Zupp, Phipps, Bock, Hough
Director Walley**

Installation of new officers:

**President: Barry Bergamo
Vice-President: Sandy Velasquez
Secretary: Jennifer Zupp**

- I. **Additions to the Agenda/Agenda Approval** – JZ, JH – all votes in favor.
- II. **Approve Minutes of Previous Meeting-** JZ, KB – all votes in favor.
- III. **Guests:** Mayor Soseman, Denison Library Friends: Connie Volkmann & JoAnn Sachau & Sue (came in a little bit later).
City Council Liaison- None
- IV. **Correspondence-Thank You Note:** None, other than state library certificate of accreditation.
- V. **Approve Bills-** members in attendance signed the bills sheet.
- VI. **Director's Report –**
 - A. Monica advised of her trip to Texas while trying to use up her vacation.
 - B. Monica advised of the meetings she attended this month – 2 city council meetings, staff meetings and management team meetings continue.
 - C. Reading Program is winding down this week and continues through the end of this month. Katie has programs set for the rest of the week for the kids, teens and adults to enjoy.
 - D. The Library's final day of Summer Reading is on Saturday where prizes will be awarded. Monica has had compliments from the community about how good Katie and Michelle have done this summer. Everything they have done has been very well received by the community. Numbers are down across the duration of the programming, but there were still 26 kids for Legos today, which is healthy compared to post-pandemic.
 - E. No word yet on the Monogram Foods Grant. Applicants are supposed to be notified by September, 2022 with checks being mailed in October.
 - F. Rasmussen's and the public works department came to help do maintenance on our AC units because they got completely frozen due to the heat. The condenser was thawed overnight and started up the next day. They determined that the air flow needed to be adjusted and it should be good now.
 - G. The Library received our accreditation certificate from the State of Iowa.
 - H. Meeting room usage has been steady, as demonstrated the statistics.

VII. Unfinished Business

- A. Updates on upgrades/beautification of grounds project – Connie Volkmann presented the carpet samples to the Board. This is from NOVA carpet in S.City and they've been very helpful with which to work. The colors are in the beige family which will help furniture and artwork pop. It has a lifetime warranty for food and beverage, etc., 25 year warranty and 2 year latent mfg. defect. We will get a commercial grade carpet in the patterns the Friends proposed. This carpet is less than one-half the price of the initial carpet that was chosen. It is around \$20,000.00 instead of \$40,000.00. They are getting a discount of approximately \$2,900.00 as well. NOVA requires a 10k deposit to order the carpet and if everything goes according to plan, they can get it laid in September. This price also includes removal of the old carpet, and disposal and placement of the new. The kitchenette will also be installed prior to the carpet installation. They may go with a luxury vinyl plank flooring in the kitchenette area to make it cleaner, too, instead of carpeting. Everyone agreed this was smart. Connie also called the plumber to get a status update and she was advised they were currently putting out some fires, but our job is first after that, so, soon. The plumber will be drilling holes for electrical and Colby will come in after that for electrical. Devon also advised that our cabinets are next on his list. Connie also ordered stain to match the furniture for the cabinets, which was about \$270/gallon, but needed to make things match. Connie also asked him about touching up the wood work along the floorboards in the kitchenette just to do that before carpet is in. There is a product called Renew that can bring woodwork back to life without much effort. Devon advised Connie to call Jannings in Carroll to go pick out a quartz counter-top and he would take it from there. Connie ordered 16 chairs, end tables and the coffee table. She also ordered some furniture on clearance! There is a balance due on the furniture when it comes in which can be paid then, or early. That is set to come in during the month of October. This week Connie is ordering the leather chairs. Connie also found a fireplace insert that has a remote and was ordered with birch logs, from a company called 3-fireplace. This was just under \$700.00. Connie's artwork was backordered until July 20, but then she got another email that it is backordered to August. It is the frames which are on backorder. Connie also got the drawer for the fridge from Ryan at Cabinet Factory. He has been paid and this was a savings for the project. Connie advised Devon has been paid one-half down for cabinets and furniture. With savings on carpet, Connie would like to replace lights in the rooms, too. Connie showed several chandelier examples which will go well with the décor. There was discussion about putting the lights on dimmers. Connie discussed doing a round table in between the two rooms to use for serving, display, etc. Connie advised she needs to order a couple more chairs which could be moved from room to room as needed. The Friends will be transferring \$45,000.00 from their investment bonds to help pay for repairs/upgrades/renovation for now. They can transfer any time without a fee. Friends also made a separate account at Wells Fargo for this project so they can track all of it, rather than out of their general account.
- B. Monica advised that the garden out front needs to be addressed. Patrons have been making comments about how bad it looks and even offered to come and do the work. Staff also has commented about how it looks. So, staff and management met about re-designing the area where the vinca is. Maybe put in another retaining wall and get rid of the metal fence. Pam mentioned that we have some shrubs on the East side of the building and those could be pruned and see how they fill in. Pam thought she would hesitate to take out all of the ground cover to prevent mud from going across the sidewalk. If anything, Pam said she would address the upper portion of the wall. There is a lot of bind weed out there. Certainly, another bench could be used. There are also some bushes on the S. side that need to be removed. It used to be that parks and rec would do weeding for all facilities. For now, we'll see what public works can help with, and go from there.
- C. Denison City Council approved re-appointments to Library Board Trustees: Barry Bergamo and Kristi Bock

- D. Barry reminded the board that one of the things we needed to improve upon for Trustees' annual review is reading journals, so he has reviewed some journals and will give an update at the end of the meeting. Barry brought up an article from a journal regarding progressive groups pushing for increased diversity in libraries. Barry also addressed an article regarding privacy issues in a library. Another article was about creating fundable grant proposals.

VIII. New Business:

- A. Maker Space or STEAM Lab** – Monica advised that as they have been leading maker spaces downtown, that it would be really nice to have a room where they could do crafts. Management team suggested adding a room to the North of our Board meeting room. Jennifer suggested a modular building in the empty green area next to the library, however, if the five-year plan is to add more parking there, a modular would perhaps not be suitable. This will all depend upon budgets.
- B. Policy Review: Minimum age for Library Page position** – Monica will speak with the state Library about various policy changes and report back.
- C. Procurement Policy** – JZ, KB – move to amend procurement policy to spend up to \$5,000.00 rather than \$2,500.00. All votes in favor.
- D. Jerry Barlow** - Jennifer shared that Rich Knowles asked about the possibility of having Jerry Barlow, an entertainer with Celtic music and story-telling. Monica advised that per her research, he was in Carroll, Onawa, Vail, Glenwood and Council Bluffs recently, which is a testament to his marketability, but the Board was concerned the market was maybe too saturated already that we would not draw the crowd we'd hope to have for the amount of the expense involved. Monica advised that the Library's programming budget for this year is mainly set already with already-scheduled programming. Our budget is only \$2,000.00 for the whole year and that includes crafts and projects. As those have been really enjoyed by patrons all summer, the preference was to emphasize more of these types of programs, and less of the "expensive" (by the Board's budget's standards) ones. Jennifer will advise Rich and certainly Mr. Barlow can be considered for the future.

Monthly Reports

A. Library Accounts – this is the first month that Monica is realigning our books with Christy at city hall. Monica will go with the first of each month for each post. However, some of the amounts were not lining up with what city hall put it. So, what has been happening is that when Monica does a PO, she puts it into Quicken. Some of those don't make it into their paperwork until the bills actually show up. Now our mat service is being paid by the city and we don't see the bill for it anymore and the same with Frontier.

B. Monthly Library Report - Circulation & Acquisitions/Collection – large increase this summer compared to past. The Board was very happy with the statistics. Monica advised her opinion that Katie and Michelle should be credited for their hard work to keep programming strong.

C. Denison Library Friends Report-None (Friends Board meeting 5/9/22) – The Friends did not have a financial report.

Committee Reports – none other than as discussed above. New committee appointments are below, per President, Barry Bergamo:

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

Next Board Meeting

August 23rd, 2022 (first day of school in Denison)