

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
April 25th, 2023**

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 - 5:15 p.m.

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

- I. **Additions to the Agenda/Agenda Approval – JZ, JH –** move to approve the agenda and second, all votes in favor.
- II. **Approve Minutes of Previous Meeting-** JZ, MP – move to approve minutes from prior meeting, all votes in favor.
- III. **Guests:** Connie Volkmann, JoAnn Sachau, Pam Soseman, Dustin Logan, Brad Hanson, Jodie Flaherty, Cory Snowgren.
- IV. **Trustee Training-Library Journal Review - Barry Bergamo –** Barry advised the group regarding some articles he read regarding alternative lifestyle books in schools. Barry advised that the article said that there is probability that this will bleed over into public libraries at some point in the future. Pam Soseman advised that some citizens in a community in Nebraska asked for a book to be removed from the Library and the Board kept the book, but moved it to a different location.
- V. **Correspondence -Thank You Note –** There were two thank you notes sent by Monica to Kiwanis and VFW because both organizations graciously provided funding toward our two AED units. Barry Bergamo advised that the Legion is anticipating a donation as well.
- VI. **Public Forum –** None.
- VII. **Approve Bills -** All members in attendance signed sheet.
- VIII. **Director's Report –**
 - A. Monica advised of various meetings she had this month.
 - B. Monica participated in fire extinguisher training with staff provided by the Fire Department.
 - C. Monica advised of donations received toward our purchase of AED units.
 - D. Monica is working with Chief Snowgren on the draft of the AED usage and training and maintenance. Part II is forthcoming which will be the maintenance and training schedule details. Barry will also assist Monica with this process due to his prior knowledge of CPR training requirements.
 - E. Monica advised there was vandalism downstairs. The perpetrator has been identified. Surveillance went to the police. The individual was an adult and has been charged. The cost to repair is \$721.24 from Carroll Glass. We have a \$10,000.00 deductible so we won't make a claim against the policy. LP, JH – motion to have Jennifer work with the county attorney's office to attempt to recover our victim restitution, all votes in favor.
 - F. The Children's Library now has an ADA compliant door thanks to a grant the Library received. However, the only way to lock the door from now on would be a deadbolt. The installation contractor advised he can have a deadbolt made to match the keys we already have and the Board advised Monica to pursue this.
 - G. Last week, Frontier Communication had city-wide phone outages. It took about two days to fix the problem and since then we've not had any issues.

- H. In May, Katie will not be doing storytime outreach and instead will be going to all the schools to talk about the Summer Reading Program. Katie will plan to come to our Board Meeting next month to give us a synopsis of the SRP. Larry Peterson made a suggestion to the Library to lead discussion regarding various books and Monica will take this idea to the next staff meeting.
- I. Monica advised that Jane Olson will be here on May 8 to give a book discussion. Monica has this in the paper today and it is also on Facebook. Jane graciously donated two copies of her book to the Library.
- J. Friends had a White Elephant sale on April 1 and it went well, as usual.
- K. Monica was able to hire a custodian and she is doing well so far. However, she did recently lose a loved one so Monica allowed her to be out of work for bereavement purposes through the rest of this week since she is new and it was an unexpected loss.
- L. Monica is also making progress checking off items from the building inspection from the city's safety committee and the facilities committee's walk-through.
- M. Public Works came in and looked at leaks in the roof. Elevate Roofing also came up to see if there were leaks. Monica is waiting to hear results of the inspection.

IX. Unfinished Business

- A. Policy Review - Behavior Policy** – It was discussed that the policy we have is sufficient so no action was taken regarding this item since it is our policy already.
- B. Tile Grout Cleaning/Hot Water Heater** – Monica provided estimates for grout cleaning for three different companies. Each company came in and did a test and Monica felt Blue Line's test was the best. They also had the lowest cost. Monica suggested using extra money on restrooms, entryway, steps, and stairwell area. As to the hot water heater, in the workroom, there is no hot water to mop the floors. Monica would suggest a water heater to run into the janitor's closet so they can run hot water in there. Dustin suggested contacting another contractor for options. Larry advised he has a tankless and it was approximately \$400.00. Monica will bring this to the Board next month after speaking with Jodie about our anticipated end-of-year finances.
- C. Internal Wi-Fi Boosters** – Monica advised that there are bids in the packet for internal wi-fi boosters. We have one now and it boosts wi-fi in the building. Monica says it does a terrible job. If you are in the staff room, they cannot get signal there, either. Today there were issues with how slow the wifi was, too. Monica advised that Katie climbed above her desk to look at the router and she disconnected the router and it was re-set. It helped some but it is still insufficient. We need to also consider having the Library computers on a different, secure network rather than shared with the patrons. This could come from Open Access or Direct State Aide funding. This will also be decided next month when we see how much money we have left to spend out of our budget for the end of the year.
- D. Meseck Electric-Dimmer Switches/Daylight Bulbs/4 way outlets** – Monica got a second bid on electrical from Meseck Electric. JZ, SV, motion to accept McClellan's bid for dimmers in the upstairs, all votes in favor.
- E. Staff Evaluations** – Monica advised it is staff review time. Monica has completed staff reviews and each Trustee needs to get their evaluations to Monica so that she can tabulate them. Pay increases will be effective on July 1, 2023. Finance committee will also meet on 5/9/23 at 5:00 p.m. to go over pay raise suggestions. Jennifer will remind everyone to do their evaluations and get them to Monica by the end of the week.

X. New Business:

- A. Cease & Desist Order** – Tabled by Barry. Jennifer asked if we have been sent a cease and desist order of some kind and Monica advised we had not.
- B. AED Policy Draft** – The board reviewed the AED policy, part 1. Barry advised that staff has to be trained every two years on AEDs. Jennifer advised staff that are being onboarded need to also be trained. Dustin advised that people are not required to give CPR unless a person is a first responder. Barry advised he spoke to Dana Neemann from CCMH. Dana advised they have two individuals who are just finishing their certification. The cost is \$20.00 and the instructors do not get any money. You get CPR, AED and

basic first aide in a 4 hour class for \$20.00. Another class is 2 hours but with only CPR and AED. They can also do a basic first aide class alone which is 2 hours. Dana advised Barry that she would be available to train in a couple of weeks. The Board discussed that training would be done on the Library's time, such that it is paid. Monica will get with Dana to see what scheduling would look like as the Board agreed the price was well-worth the value. Monica will report back on this next month so that we can review and approve an AED policy and training and maintenance requirements.

Monthly Reports

A. Library Accounts – all members in attendance reviewed bills provided via email in advance of the meeting.

B. Monthly Library Report - Circulation & Acquisitions/Collection

C. Denison Library Friends Report- JoAnn advised that the next Friends' meeting will be on May 8, 2023 at 5:30 p.m. The Jane Olson book signing is at 6 p.m. Connie advised Friends did a White Elephant sale which went well. Connie advised that some of the wicker furniture is here and they are waiting for cushions for the chairs. It will be upholstered in Harlan. Connie advised she is working on ordering chairs. Connie also emailed Devon Evers for a status update on the kitchenette table.

Committee Reports

1. Book & Policy (Zupp, Bock, Hough) -
2. Finance (Bock, Phipps, Zupp)
3. Technology (Phipps, Velasquez, Zupp)
4. Facilities (Peterson, Bock, Hough) – Monica advised that Chad is willing to do the work now and we can pay for it next year. Pam Soseman volunteered to work with Larry Peterson and Jeri Hough and determine what plants need to go and what needs replaced. Pam suggested getting rid of the bind weed. Board members advised they would help tear out and plant plants. Committee meeting on 5/1/23 at 5 to go over suggestions for outside plants.
5. Public Relations (Peterson, Velasquez, Hough)

Next Board Meeting: LP, JH – all votes in favor to adjourn.

May 16th, 2023 at 5:15 p.m.