

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
MAY 16<sup>th</sup>, 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-**

**Roll Call – Bergamo, Velasquez, Zupp, Hough, Phipps.**

- I. Additions to the Agenda/Agenda Approval – Monica wishes to add Katie Guthrie giving a presentation about the Summer Reading Program; amendments to meeting room contract, and end of year funding. Jeri also wants to set a date to work on our garden out front. JZ move to add items to agenda, JH seconded – all votes in favor.**
- II. Approve Minutes of Previous Meeting – JZ, JH, all votes in favor.**
- III. Guests: Youth Service Librarian-Katie Guthrie  
Denison Library Friends**

**Katie provided calendars for the Summer Reading Program. Theme is “Libraries are Magical”. The programs will revolve around fairytales. Katie will read each Saturday. Activities for the week will tie in to the fairytales. Katie created a reading tracker that kids can color in objects as the read books or come to the program. Each sheet they fill out will give them a brag tag. Each participant will get tokens showing their participation. They will also get entered into grand prize drawing entries. There will also be teen, tween and adult programs. Adults will also get brag tags with grand prize entries. We have scratch off tickets for adults and tweens to reveal a prize. The information has been created in English and Spanish. Kick-off is on June 1 – July 15. There will be a Winter Reading Program this year, too. There will be four events every week. The big events are every Thursday and crafts are every Tuesday. Downstairs will also have events all week long for tweens and adults. Wednesdays will be community days; one will be a community Lego build. The big event for the teens and tweens will be a Mad Hatter party. The Carnegie Room will be decorated with a Mad Hatter theme and will be a tea party with games. Michelle and Katie have been able to work together on the ideas.**

- IV. Trustee Training-Library Journal Review-Barry Bergamo – Barry advised that it is a good idea to keep current on laws and what different advocacy groups are proposing for segregation of books.**
- V. Correspondence-Thank You Note-American Legion – Deloit American Legion donated \$100.00 toward our AED purchases. Kiwanis also gave \$500.00. VFW also gave \$500.00. Barry advised Denison’s American Legion is also planning to give \$500.00.**
- VI. Public Forum – None.**
- VII. Approve Bills - All members signed sheets.**
- VIII. Director’s Report –**
  - A. Automatic door downstairs is not working right now. If you push it from the outside it will not open, same with inside. Monica called the service company and they are working on repairs.**
  - B. AED policy part 2 was included with the packets, but it is just a draft.**
  - C. Vandalism – window has been repaired. Perpetrator was apprehended and filed. Jennifer completed the paperwork with the Crawford County Attorney’s office for \$721.24 for Carroll Glass and Rasmussen Lumber. The city’s deductible is \$10,000.00 so that is why we did not make a claim.**
  - D. Programming in May was adjusted in order to prepare for the Summer Reading Program. There was color me calm, May the 4<sup>th</sup> be with you, and crafternoon. There was also game night and there will be a scavenger hunt on May 24. Book club meets on May 25. Haley McAndrew was also here on Saturday May 13, 2023.**
  - E. Jane Olson, World Citizen visit was well-attended. Media was here including La Prensa, KDSN, and Denison Bulletin. Monica advised she went to school with Jane’s little brother, Dale. She was a very good speaker.**
  - F. Summer Reading is June 1 – July 15.**
  - G. Backdoor lock has failed. The tumbler broke and the door is not even one year old yet. Eric Martens is looking into re-keying all doors as part of the fix so that all the keys are the same. Staff is parking in the same spots and walking around.**
  - H. Closed on 5/29/23 for Memorial Day holiday.**
- IX. New Business:**
  - A. Annual Staff & Trustee Evaluations-FY24 Performance Based Pay Increases – JZ, MP, all votes in favor. Raises per spreadsheet prepared by Jennifer and Michael and Monica.**
  - B. Summer Library Program presentation-**

**X. Unfinished Business**

- A. AED Policy Draft – members reviewed the draft maintenance and training policies prepared by Monica. Monica recommends going with the hospital’s training due to being able to train regarding use on children.**
- B. End of year funds – this was discussed briefly last month. Monica provided estimates from providers. There would be a booster upstairs and downstairs. Monica suggests 3 boosters. \$1,290.52. Open Access must be used by the end of June. There is \$4,406.00 between Direct State Aid and Open Access. Monica also included bids and would recommend Blueline for all of the bids based upon their spot test cleaning. Monica advised she recommend going with the Verlin’s Plumbing & Heating bill to run hot water to the custodian’s closet. Verlin’s suggested 50-gallon heater for \$1,393.64.
  - Internal Wi-Fi Boosters – \$1,290.52. JZ, JH – all votes in favor.
  - Tile Grout Cleaning – \$1,295.07. JZ, JH – all votes in favor.
  - Hot Water Heater - \$1,393.64. JZ, JH – all votes in favor.**
- C. Electrical bid for electrical upgrades in Carnegie Rooms – We had instructed Monica to have McClellan Electric (800-1000) do the electrical upgrades. Messick Electric also provided a bid (\$1,135.00) Bryan Electric also emailed. DeMay Electric was also called but they have been out of business. Tabled until the next meeting to give Tom Hast a chance to get back with Monica.**
- D. Landscaping-Library Campus Upgrades – Jeri Hough provided a drawing for the outside landscaping. There would be Orange Rocket Bayberry up along the wall by the sidewalk to keep people from jumping down. We need to schedule a cleanup. There are some trees that need to be removed such as an evergreen. We also need to have someone come and treat the bind weed, which is the ground cover. We also need to remove some shrubs. Barry will speak with Mike Peterson. Shoot for June 11 at noon to do demo outside.**

At this time, Jennifer Zupp left the meeting at 5:50 p.m. and below Minutes were kept by Jeri Hough.

**Monthly Reports**

- A. Library Accounts**
- B. Monthly Library Report - Circulation & Acquisitions/Collection**
- C. Denison Library Friends Treasurer’s Report-5/8/23**

**Committee Reports**

- 1. Book & Policy (Zupp, Bock, Hough) – Monica suggested that the new revisions to the library meeting rooms policy be merged into the old policy and then printed and framed for public display. JH move to approve, seconded by Sandy Velasquez. All votes in favor.**
- 2. Finance (Bock, Phipps, Zupp)**
- 3. Technology (Phipps, Velasquez, Zupp) – Monica advised our contract with WIN will be up at the end of June which is \$4,200.00 per year. Monica will check with them on our usage statistics so we have more information on what we’d like to do for our next meeting. It was also suggested that we could use some of our year-end funds to upgrade our Atrium system to display all books that are in a series, making it easier to read books in order. This is paid annually at \$730.00 per year. Diane Smith advised the board that new books are not showing up in the “What’s New” section on our website. Katie will look into this.**

**4. Facilities (Peterson, Bock, Hough) – Katie presented information for a book binding machine for \$1370.00 to repair books.**

**5. Public Relations (Peterson, Velasquez, Hough)**

**Next Board Meeting: June 20<sup>th</sup>, 2023 at 5:15 p.m.**

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**/s/ Jennifer M. Zupp, Secretary**