

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
February 24th, 2025**

Minutes

Meeting called to Order- by President Velasquez

Roll Call – S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,
K. Segebart D. Koch, Director Walley. All present.

- I. **Welcome:** Donna Koch as a New Trustee
- II. **Agenda Approved**— Jeri Hough moves, Sandy Kennedy seconds
- III. **Minutes of Previous Meeting approved** Jeri Hough moves, Sandy Kennedy seconds
Annual Meeting 1-28-25, Business Meeting 1-28-25
- IV. **Public Forum** — visitors city manager Jessica Garcia and Council representative Jessica Zupp-Smith, Iowa legislative bill HF 274 and its potential censorship of public library book collections was discussed.
- V. **Trustee Training-Iowa Library Trustee Handbook, Ch. # 7 Planning for the Library's Future:** Discussion about beginning the next Five-Year plan (to begin in 2026) and our previous community survey. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map.
- VI. **Correspondence-Thank You Notes:** Monica was instructed to omit the check in future reports.
 - Ben & Carmen Swertzic
 - John M. Dooley
 - Public Works
- VII. **Approve Bills- Signature Page.** Complete
- VIII. **Director's Report – Director Walley**
 - Carroll Glass Installed replacement window panes in Carnegie Rooms on 2/10/25
 - The Budget Presentation Video played on electronic bulletin board for 1 week, burned onto a DVD and sent to local cable TV channel (running six times over the course of a week, cost \$150)
 - Department Head meeting with City Clerk/City Manager 1/29/25 concerning additional cuts if needed to balance overall city budget

- **Weather Event**-Library remained closed Saturday 2/15/25. Public Works cleared parking & sidewalks to the west. Director Walley came in on Sunday, cleared entrance side walk and emergency exit-west steps in preparation for opening on time Monday morning.
- **Cleaning**- Due to WESCO's lack of response to cleaning the library on a temporary contract, Library staff are taking care of daily tasks of collecting trash, vacuuming in the entry way, restocking supplies, and spot-checking restrooms at closing. Board members expressed the need to hire a cleaning service. (See unfinished business below)
 - Deep Cleaning of the entire library done by Director Walley (6 hrs.) to prepare for Tuesday program.
 - Entry way & steps
 - 5 restrooms
 - Vacuumed both floors
 - Dusted for cob webs in the Carnegie meeting rooms

IX. Formal Trustee Training with our District Consultant-Misty Gray

Monica proposed a Saturday morning session as an additional monthly meeting when it could be worked out logistically.

X. Unfinished Business:

- A. Carpet Cleaning. JP carpet will clean the Carnegie rooms carpet on Tuesday Feb. 25
 - a. Library Custodian/Cleaning Services. A bid from A&D Multiservice service falls within the custodial budget. Monica recommends waiting until we receive WESCO's bid for 3 hours a day, 3 or 4 days a week, at \$30.00 per hour.
- B. Drinking Fountain Approved Verlin's Plumbing and Heating bid at \$2400 for one Elkay water filling station. Bill Bruce moves, Sandy Kennedy seconds. all agree
- C. Hot Water Heater for the Mechanics Room discussion. Janitors have no access to hot water for mopping the floor. Will require electrical hook up.

X. New Business:

- A. CD Maturity date for 3 accounts on March 6th, 2025. Kari Segebart moves to combine into and renew the Crawford County Bank for 7 months at 4.3 % Sandy Kennedy seconds. All agree.
- B. Board Meeting Date conflicts with programs: It was decided to move the March Board Meeting to Monday March 24 to prevent a conflict with the program by local author Dr. Karl Hasik's book, *Ol' Bruiser's Life Lessons* Jeri Hough moves and (?) seconds the move. Decisions will be made later about the April Board Meeting conflict with the 4-22-25 ELVIS program.

- C. A discussion of how expenses are on track half way through the fiscal year.
1. Monthly Reports
 2. Library Accounts
 3. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports Donna Koch was assigned to the Finance and Technology committees.

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| a) Book & Policy | (Kennedy, Segebart, Hough) |
| b) Finance | (Bruce, Kennedy, Koch) |
| c) Technology | (Bruce, Segebart, Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough, Kennedy) |

Motion to enter closed session per IA Code 21.5(1)(i) moved by Bill Bruce, seconded by Jeri Hough. All members vote yes.

Closed Session opens at 6:46 PM and closes at 7:17 PM

Return to Open Session: No action taken

Regular meeting adjourned at 7:18 PM

Next Board Meeting: March 24, 2025 @ 5:15 pm Fireside Room

Respectfully submitted: 2/21/25 mlw
2/24/25 lp