

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
AUGUST 22, 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 – Velasquez, Phipps, Peterson, Bruce, Director Walley**

- I. Additions to the Agenda/Agenda Approval — none**
- II. Welcome-New Library Trustee-Bill Bruce**
- III. Approve Minutes of Previous Meeting-** LP motion, BB second, approved
- IV. Guests:** Denison Library Friends, Barry Bergamo
- V. Trustee Training -** Sandy Velasquez previewed her plans for future training
- VI. Correspondence-**None
- VII. Public Forum-** None
- VIII. Approve Bills-** Four members signed the bills sheet
- IX. Director’s Report –**
  - All City Departments facilities safety inspection via the City of Denison’s new insurance carrier (ICAP). All city departments were inspected. Library inspection done on (7/27) reports two issues need correction:
    1. Fire egress-meeting rooms-must remain obstruction free
    2. Trip hazards in mechanic’s room on main floor due to the cement pads old HVAC system used to sit on-must be painted with yellow hazard paint
  - Monica secured assistance with volunteers from WESCO for weeding & watering gardens.
  - The roof hatch was left standing wide open on 8/9/2023. Last technicians from Rasmussens Mechanical had access to HVAC-AC units on the roof on 7/13/2023. Hatch was open for the massive rainfalls between 7/13 and 8/9. Damage to laminate to inside surface of closet door, water-soaked carpet, puppets and stuffed animals wet. A team from Rasmussens took immediate action: Area cleaned up, water flow and drips tracked down to inside the staff restroom on main floor. Ceiling panels replaced, water cleaned up throughout closet space. Carpet dried by a continuous running fan. New padlock purchased to aid in appropriate securing of hatch going forward.
    - Bill and Barry said that fire code will require a new fire door to replace the damaged door. Some discussion as to whether Rasmussen’s will cover the cost. Director Walley to follow up on the door and report back to the board.

- Server still functioning but slowing down. CSI Server replacement bid. Rod Bradley, local IT consultant for City of Denison recommends staying with CSI, the IT company for the City of Denison. The capital improvement fund could finance but the city wants to target it for tuck pointing.
- Theft of 2 bicycles at the library on 8-10-23. Police contacted, surveillance reviewed. Perpetrators identified, located and issues resolved between parties outside the library.

**X. Unfinished Business:**

- A. Landscaping/Railing Update/Railing-Barry Bergamo and Mike Phipps  
Barry proposes using treated 6x6s as forms for Quikrete to anchor the posts. Rasmussen Lumber will offer one 6x6 at \$72.00 and others needed at no charge. Discussion of financing possibilities. Director Walley indicated if the Library pays for the costs it would come from the Maintenance budget. Bill Bruce knows a donor for the project if it costs under \$500. No other offers were presented

**XI. New Business:**

**A. Policy Review:**

- a. Technology-Internet and Computer Acceptable Use Policy approved
- b. Safe Child Policy — a discussion as to whether age requirements and how to enforce; tabled for further discussion
- c. Public use of Children’s Area Policy tabled for further discussion

**Monthly Reports**

- A. Library Accounts — no questions
- B. Monthly Library Report - Circulation & Acquisitions/Collection report reviewed- no questions
- C. Denison Library Friends Report- No Treasurer’s report  
Friends Vice-President Connie Volkmann gave an update to Carnegie Restoration:  
Broken wooden chair will be replaced with a date to be determined and the conference table chairs will be delivered in October. No further discussion.

**Committee Reports**

- |                             |                                 |
|-----------------------------|---------------------------------|
| <b>1. Book &amp; Policy</b> | <b>(Zupp, Bock, Hough)</b>      |
| <b>2. Finance</b>           | <b>(Bock, Phipps, Zupp)</b>     |
| <b>3. Technology</b>        | <b>(Phipps, Bruce, Zupp)</b>    |
| <b>4. Facilities</b>        | <b>(Peterson, Bock, Hough)</b>  |
| <b>5. Public Relations</b>  | <b>(Peterson, Bruce, Hough)</b> |

Mayor Soseman and City Clerk Flaherty arrived as the Library Board meeting was adjourning.

**Next Board Meeting: September 26<sup>th</sup>, 2023**