

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
SEPTEMBER 26<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 – Velasquez, Phipps, Zupp, Bock, Peterson, Hough, Bruce, Director Walley. Others present included Friends’ members, Pam Soseman and John Granzen.**

- I. Additions to the Agenda/Agenda Approval – JZ, LP. All votes in favor.**
- II. Approve Minutes of Previous Meeting- BB, JZ. All votes in favor.**
- III. Public Forum (limit 5 Minutes)**

Denison Library Friends: Communications - Friends Report. JoAnne Sachau advised that at the Friends’ last meeting they decided to move some funds around in their endowment account. They are going to sell some stock in Comcast and move it to bonds.

Guests Comments: Roger (from Mapleton Iowa). Roger advised he comes here every day as his wife works in Denison. He has been here every day for the last two years almost. He is very proud of our Library and happy with the changes and very impressed with the meeting rooms. He commented that staff is phenomenal. He said it is important for him to have a place to do what he needs to do and the Library is that place. He advised sometimes he needs to move things around from time-to-time and he appreciates being able to do so. Jeri Hough advised him that people are free to move furniture as needed for their group and then it should be put back. Bill Bruce reminded everyone that furniture needs to be placed in a safe area for egress in case of a fire as well, per ICAP’s recommendations.

- IV. Trustee Training-** Sandy Velasquez – Sandy advised she created a google drive where she will save documents that were used during the meeting. Sandy will update the google drive each month with the Trustee training materials. Sandy mentioned she also did some online training. One of the suggestions was a Space Utilization grant we can apply for where they will come in and evaluate the space to see what might work better. Another suggestion was an ADA compliance checklist which Monica advised she has. Another suggestion was to not provide after-hours usage of the Library due to risk of liability and privacy concerns. Another suggestion was to maintain a good relationship with the City. Sandy advised that some Libraries have a Trustee Ethics Statement. Sandy passed out an example.
- V. Correspondence-** Thank you notes- Sue Russell/The WAVE – Monica sent out thank you notes to these individuals/groups for their services to the Library.
- VI. Approve Bills-** Members signed the bill approval sheet.

## VII. Director's Report –

- Monica attended various meetings as described in her report.
- The door in the Children's library where the water was coming through the hatch looks good. The swelling has subsided, and the laminate has calmed down, too so Monica does not recommend any other steps to resolve this problem.
- On Saturday, when there was a storm, Monica noticed that there was a ceiling tile in the downstairs basement that had some evidence of drip so she will keep an eye on it as well. Monica also noticed during the storm that the rain came through the SW window in the Carnegie library. Monica cleaned up the water right away, so it didn't ruin the woodwork. Pam Soseman suggested looking into new caulking for the windows. Monica is going to call one or more glass companies to assess for leaks and estimated repair costs.
- WESCO clients continue to help with watering the gardens.
- The server is not doing well. Monica talked to Jodie Flaherty and we have \$38,020.60 in our Capital Improvement line item. Monica recommends using the money to buy a new server. An estimate from CSI was \$20,626.60 which includes labor. Roger asked if the new server would help with Wifi in the building. Monica advised that a new server should help because we have put in Wifi boosters already and also have fiber. Jennifer suggested that this project needs to go out to bid because it is over the city's bidding threshold. Bill Bruce asked if the city has a bid form to use to send out a RFQ. Monica suggested that if we go with another company, we have to take into consideration who is going to be servicing the equipment in the future as well. Monica advised that this week, they put out laptops because the hard-wired systems are slow. Bill suggested asking Rod if the CSI quote is sufficient for our needs and if so, to put those specs out for bid, and then also require costs for an estimate for shipping and handling and per diem costs since they are not set out in the bid and are important considerations, too. Monica will send out RFQs to vendors and have the bids due within a week so the Board can vote on what to do the following week given the urgency of the matter. Bill suggested setting this meeting before we leave tonight.
- Monica reminded the Board that AED/CPR training will be on 10/9/23 which is a staff training day. This will be from 8 am – 3 pm and the Library will be closed that day.

## VIII. Unfinished Business:

- A. Landscaping/Railing Update – Monica advised that Barry Bergamo stopped by yesterday and advised that the fence/railing that was taken down will be worked on over the Winter and then reinstalled. Barry also mentioned that Peterson Mfg. will do the brackets so that they can attach to the footings. Bill Bruce has a friend potentially willing to contribute some funds to this project, if needed. JoAnn mentioned that Rasmussen Lumber will donate three posts as long as the Library pays for one which is a nice donation. Jennifer suggested Bill have his friend wait for a project where additional funding is needed beyond what should be this smaller expense to complete the project.
- B. Technology Update-Server Replacement – see above. The Board decided to schedule a meeting to review RFQs for a server replacement for 10/11/23 at 5:15 p.m. at the Library.

### A. Policy Review

1. **Safe Child Policy** – JZ, KB – all votes in favor for suggested changes from 5<sup>th</sup> grade to 11 years old. Monica will prepare the revised policy for the next meeting and ensure it is online.
2. **Public use of Children's Area Policy** – The Board went through the policy paragraph by paragraph and reached consensus on changes which Monica documented during discussion. JZ, LP – motion to approve changes which were discussed. All votes in favor. Monica will prepare the policy for the next meeting and ensure it is online.

**IX. New Business:**

- 1. Carnegie Room Carpet Cleaning bids** – Monica would like to clean the carpet now so it is ready for Winter and then in the Spring and then do it every Spring as a matter of course with spot treatments as needed. Monica obtained bids from JP Flooring and Blue Line. JZ, BB move to approve JP flooring bid for this fall's cleaning, due to being less. All votes in favor.

**X. Monthly Reports**

- A. Library Accounts** - Sandy advised that if people request a copy of our budget it needs to go to City Hall per the city's open records policies.
- B. Monthly Library Report - Circulation & Acquisitions/Collection** – Monica advised that our WhoFi was not working properly so it didn't give us an accurate total for patron counts on a number of data points. The numbers will be revised for the next meeting due to the error. Chris asked Monica when she should withdraw patrons from the system. Jennifer and Bill suggested keeping patrons on for five years at the most. This will be tabled until the next meeting so Monica can advise as to the total amount of past-due obligations owed by how many people for lost or damaged materials so we can decide for how long to hold accounts so that we are not putting good time and money after bad. Jennifer suggested definitely no longer than ten years since a debt based upon contract is not good beyond ten years in most cases. Monica will check the operations policy for fee schedules and related matters and bring it back to the next meeting as well.

**Committee Reports**

- 1. Book & Policy** (Zupp, Bock, Hough) – nothing new
- 2. Finance** (Bock, Phipps, Zupp) – nothing new.
- 3. Technology** (Phipps, Bruce, Zupp) – nothing new
- 4. Facilities** (Peterson, Bock, Hough) – Monica advised that the big window on the stairwell in the corners is starting to warp on the surface. She will have it inspected. JoAnn asked if there was any more talk lately about a parking lot. She was advised that it was not in the budget this year due to tuckpointing.
- 5. Public Relations** (Peterson, Bruce, Hough) – Jennifer advised that this may be her last meeting as a Trustee due to applying to be on City Council and thanked the Board, Friends and others in attendance for their work over the last 13 years to make our Library a Department with which we can be proud. Jennifer may be asked by Council to be the Library's council liason, or she could be directed to other areas to learn those Departments. She will let Monica know but wishes the Board, Director, and all employees nothing but the best for the future. Monica also advised Duffy Hudson will be here at 6 pm on the same night of our next meeting so a shorter meeting would be ideal, if possible. Sandy Velazquez advised that the Library's website has so many useful resources on it and suggested that these be promoted to the community more on social media or in other venues.

**JZ, LP** – all votes in favor to adjourn the meeting at 6:12 p.m.

**Next Board Meeting:**      **October 24<sup>th</sup>, 2023, 5:15 pm**