

NORELIUS COMMUNITY LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes for December 19, 2023

Roll Call. — Phipps, Bock, Peterson, Bruce, Kennedy, Director Walley

- I. **Additions to the Agenda/Agenda Approved**
- II. **Approved Minutes of Previous Meeting- 11-28-23** motion by Bruce, second by Kennedy III. Public Forum (Limit 5 Minutes)
- III. **Guests/Public Forum:** staff members — Olivia Fernandez , Katie Guthrie, Denison Library Friends: Diane Smith, JoAnn Sachau, Connie Volkman, and Roger Krohn. Roger expressed gratitude for using the library.
- IV. **Trustee Training-** Sandy Velasquez Sandy was unable to attend
- V. **Correspondence-** Thank You Notes-Valarie Reimers & Kelly
- VI. **Approve Bills-** Signature Page passed and signed
- VII. **Director's Report** – Director Walley described:
 - meetings attended,
 - staff training on book covering machine.
 - Rod Bradley in Tuesday 12/19 to begin the setting up the new server.
 - Carroll Glass will work in January on window panes and do repairs to the exterior window flashing
- VIII. **Unfinished Business:**
 - A. **Carnegie Rooms Restoration Project**
 - B. **Connie Volkman summarized the Carnegie Room restoration**
 - Photos before, during, and after restoration were presented
 - The bentwood cane chairs were ordered and arrived in November. They were chosen to represent the style of 1904. The table chairs were made by Amish manufacturer but three have broken he between back and seat.
 - Ms Volkman expressed concern that her judgement about the purchase of the bentwood cane chairs was questioned.
 - Bruce moved, Kennedy and Bock seconded that the board express its appreciation of Connie's work designing, ordering, and installing the restoration furniture and decor. Unanimously passed. Friends of the Library spent \$68,000 plus \$20,000 from the Baker bequest. Bruce moved and Kennedy seconded that we commend the Friends of the Library for their donation and work from March 2022 to December 2023. Unanimously passed.
 - Bruce suggested that we recognize Devin Evers for making the tables followed by a discussion of plaques being made.

- Connie suggests that new glass be installed in storage rooms to be in 1904 styles. Bruce moved and Kennedy seconded that the board authorize Friends to replace window glass in up to four closets.
- C. **Inclement Weather**-Snow Removal bids discussed. Bidding out to contractors would be helpful because the city will be too busy at early hours to clean library sidewalks. The board directs Monica to send the quotes to the city manager because our employees should not be expected to shovel snow.
- D. **Patron Accounts**- To compare our policy with other libraries, Monica contacted the Orange City, Spirit Lake, Winterset, and Atlantic Public Libraries. Monica recommends that patrons can't check out materials if they have unpaid fines. Bruce moved and Bock seconded that we write off everything from November 2001 to October of 2022 pending any city concerns. Patrons will be given a fresh start

IX. New Business:

- A. 2024 Board Meeting Calendar- printed for board members to plan in advance. Bruce moves and Kennedy seconds that we approve the calendar with December 17 instead of the 24th.
- B. Library Hours- due to sickness, staffing becomes short with Director filling in their shifts. Monica will have flexibility to adjust hours due to staffing needs if necessary and with approval of the board president. Monica is interviewing a candidate who is working toward a GED which is conflict with our policy of having a high school diploma. The Board authorized Monica to continue the interview because we are in need of staff.
- C. Active Shooter Staff Training- City safety committee is discussing the training. As soon as police complete their training, library staff will be trained in the future.

X. Monthly Reports

- 1. **Library Accounts** received reimbursements received from the state for inter library loans. It must be used by June 30.
- 2. **Monthly Library Report** - Circulation & Acquisitions/Collection

Committee Reports

- 1. **Book & Policy (Kennedy, Bock, Hough)**
- 2. **Finance (Bock, Phipps, Kennedy)**
- 3. **Technology (Phipps, Bruce, Kennedy)**
- 4. **Facilities (Peterson, Bock, Hough) see above discussion**
- 5. **Public Relations (Peterson, Bruce, Hough) see plans for recognition**

Next Board Meeting: Annual Meeting-January 23rd, 2023 @ 5:15 pm
Regular Business Meeting to follow