

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
October 22, 2024 Minutes**

Call Meeting to Order by M. Phipps

**Roll Call – ~~S. Velasquez~~, S. Kennedy, M. Phipps, ~~K. Beck~~, L. Peterson, J. Hough, B. Bruce,
Director Walley**

I. Additions to the Agenda/Agenda Approval

A. Kennedy asks to add a meeting date change. Hough moved to approve.
Bruce 2nd, all in favor.

II. Approve Minutes of Previous Meeting- Hough moved, Bruce 2nd, all in favor

III. Public Forum (Limit 5 Minutes)

Council Member Smith compliments the repaired fence.
Mayor Soseman also in attendance.

IV. Trustee Training- The Five Primary Responsibilities of Boards have been provided to Board Members. Discussion on points for trustee knowledge.

V. Correspondence-Thank You Notes from:

- Rydbergs
- Lakners

VI. Signature Page signed by members to approve bills

VII. Director's Report – Director Walley

Director's Highlights-Additional information

- \$8000 grant development grant award received from Monogram for developing the "Teen Space" on the main floor
- State Aid \$3167.54 Must be expended by 6/30/24
- Closing early at 4:00 PM Wed Nov 27 and reopening Friday.
- Turnover in the staff (two positions) requiring finding new applicants. A discussion of pay levels follows. Monica suggests a city-wide minimum starting wage for administration work across the board.

A. Meetings Director attended:

1. City Department Head meetings-1 session, 9/30
2. City Council meetings-1 session
3. Management Team meetings-5 sessions, 9/25, 10/2, 10/4, 10/8, 10/16
4. Learning Circuit Training-Carroll Public Library-Artificial Intelligence-9/26
5. Iowa Library Conference workshops for credits 10/9-10/11
6. Staff Development Training-10/14
7. Space Utilization Training-Milford Public Library-10/21
8. Completed employee payroll process 9/25 & 10/9
Verify and approved employee time sheets
File records and distribute employee pay slips

C. Board Packets: preparations and researched information for board review

Meeting Room Usage-Reported on Statistics Report

Programming Stats: Reported on Statistics Report

Iowa's Lost History from the Titanic-Main Library 9/24 @ 5:30 71 attendees
Hosted by the Library and sponsored through the fund-raising efforts of the Denison Library Friends, Inc.

Railing work started 9/26/24-Injury incident

- Director in training offsite/Work not pre-scheduled with the director.
- Details of injury:
 - No hazard cones were set out warning patrons to walk clear from the guard rail work
 - Patron unknowingly leaned on the unattached rail and it fell, kicking the metal foot up and catching her leg and cutting a large area.
 - Patron transported to CCMH for medical treatment via her personal vehicle driven by supervisor from Iowa Prison Industries.
 - Incident Report completed at the Library in the director's absence.
 - Patron received 34 sutures.
 - Surveillance video reviewed by director and copy made for future needs
 - Patron returned to the Library 10/16 to let director know that Medicare denied her claim for payment.
 - I spoke with City Manager Garcia and was told the patron needs to present all documents: EOB, bills, notes, etc. to City Hall so they can start the claim on the city insurance.
 - I passed along this information to the patron.

October Program Guide

- Teen Reader's Club 11/2
- Color Me Calm 11/5
- Anime Club 11/7
- Card n Coffee 11/12
- Grim Readers Book Club 11/14
- Teen Activity Club 11/16
- Crafternoon 11/19
- Bored vs. Board Games 11/21
- Recycled Christmas, Book & Bake Sale-Denison Library Friends fundraiser 11/22 9-5, 11/23 9-1
- The Library Book Club 11/25
- My First Quilt program-Saturdays 9-12 for 6 consecutive Saturdays

VIII. Unfinished Business:

- A. Garden Railing Update The injury already previously discussed. A nick in the top rail should be filed down.

IX. New Business:

- A. Interior Window Cleaning-Beeck's Window Cleaning bid for \$250.00. Moved by S Kennedy to accept the bid.

- B. Copier Lease-Visual Edge IT lease proposal at \$289.00 per month for a large Kyocera and a smaller Ricoh. Moved by Bill approve.
- C. Changes in Iowa Open Meeting Laws — All meeting attendees must have access to a Zoom link or by teleconference. Tabled for next meeting.
- D. Monthly Statistics Overview. Circulation statistics reviewed. Bill Bruce asks for a closer look at the budget.
- E. Discussion about changing meeting time to the 4th Monday of the month to free Tuesdays for more library programming. Discussion will continue in November.

Committee Reports

- a) Book & Policy (Kennedy, Bock, Hough) S Kennedy suggests featuring new books monthly in the newspaper.
- b) Finance (Bock, Phipps, Kennedy)
- c) Technology (Phipps, Bruce, Kennedy)
- d) Facilities (Peterson, Bock, Hough)
- e) Public Relations (Peterson, Bruce, Hough)

Adjourn. Moved by Peterson so moves