

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
January 28th, 2025**

Minutes

Call Meeting to Order- all present

**Roll Call – S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,
K. Segebart, Vacancy, Director Walley**

- I. No Additions were made to the Agenda/Agenda Approved**
- II. Approve Minutes of Previous Meeting- 12-17-24 - approved Moved by Bill seconded by Jeri**
- III. Public Forum (Limit 5 Minutes) Mayor Soseman and Council Representative Smith were present**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 6 was included in the documents. The following items were covered:
Developing and Adopting Policies:**
 - The Need for Policies
 - Policy Development Steps
 - Standards and Accreditation
- V. Correspondence-Thank You Notes-Ben & Carmen Swertzic** Bill suggested covering the account numbers on donation checks. Director Walley agreed and it will be done.
- VI. Approve Bills- Signature Page** passed and complete
- VII. Director's Report – Director Walley**

Hiring Part Time Staff

- Search for new custodian continues. The most recent quit after three shifts.
- Library Assistant-New Hire Jaqueline Enriquez starts this week

Roof Leak:

- City Public Works came up and inspected the roof:
 - Applied caulking and sealant, appears to be under control. Bill suggested a note of thanks be sent to the public works department.
- Rug Doctor rented from Do-It Best to clean the stain in the Carnegie room carpet caused by the leak. Most of the stain came up
 - Next step is to have the carpet professionally cleaned

Contacted Carroll Glass:

- Carroll Glass told to proceed with the purchase of the window panes for the Carnegie Rooms.
- Waiting for date of installation

Denison Library Friends Board Meeting 1-13-25 The Spring Sale will be April 12

Finance Committee: Bill B., Sandy K. & Director Walley

- Met seven times-Report pending
12/4/24 **1-16-24**
1-07-25 **1-21-25**
1-09-25 **1-22-25**

Budget Presentation to the City Council 1-22-25

- **City Council Library Video-Documents**
 - Electronic bulletin board
 - Library Facebook page

Friday Club Outreach-1-17-25: Library Update

February Program Guide: a book talk and a Laura Ingalls Wilder presentation

Director Walley presented a wonderful video documentary outlining the many services of the Norelius Library.

VIII. New Business:

- A. Carpet Cleaning** Director Walley is searching for a professional carpet cleaning service to completely remove the leak stain.
- B. Library Custodian/Cleaning Services** Hiring a contractual service was discussed. Monica visited with WESCO. They offered two choices: 3 days a week for two hours each at \$30/hour or 5 days at \$30 an hour. Monica was interested in asking them about 4 days per week, the total cost being approximately the custodial cost last year. Moved by Larry and amended by Kari that we get something started immediately by hiring WESCO for a trial period of one month at four days a week.
- C. Drinking Fountain-** replacing the one on first floor and adding one upstairs. Both would include bottle fillers. This would be paid from capital improvements. This will be revisited next month.
- D. Hot Water Heater-Mechanics Room** needs an electrical hookup and an electrician.
- E. February Board Meeting moved to 2-25-25 due to Laura Ingalls Wilder Program 2-26-25**
 1. Monthly Reports
 2. Library Accounts
 3. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports

- a) Book & Policy (Kennedy, Segebart, Hough) nothing new
- b) Finance (Bruce, Kennedy, _____)**
REPORT dealt with efficient time use of our staff.
- c) Technology (Bruce, Segebart, _____) nothing new
- d) Facilities (Peterson, Hough, _____) windows and roof
- e) Public Relations (Peterson, Hough, Kennedy) nothing new

Adjourn moved by Larry and possible seconded by everyone else.

Next Board Meeting: Moved to Monday February 24th, 2025 @ 5:15 pm Fireside Room due to a program conflict on the Tuesday regular meeting time.

Respectfully submitted: 1/28/25