

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
November 26<sup>th</sup>, 2024**

**MINUTES**

**Call Meeting to Order-**

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

**Welcome:** New Trustee- Kari Segebart

**Farewell:** Michael Phipps officially stepped down and Kristi Bock submitted resignation

- I. Additions to the Agenda/Agenda Approval**
  - a. BB moves SK seconds | All in Favor
- II. Approve Minutes of Previous Meeting- 10-22-24**
  - a. *SK makes a correction to the meetings -> Update date on State Aid \$3167.54 Must be expended by 6/30/25*
  - b. *SK approves to amend changes- BB seconds | All in favor*
- III. Public Forum**
  - a. *No comments*
- IV. Trustee Training- Hiring a Library Director**
  - a. *Trustees reviewed and discussed*
- V. Correspondence-Thank You Notes-**
  - **John & Farah Sivoella** in memorandum of Janice Lackman Regn
  - **MONOGRAM FOODS**
    - *Reviewed by the board*
- VI. Approve Bills- Signature Page**
  - a. *Signed*
- VII. Director's Report – Director Walley**
  - a. *Monica spoke about the grant from Monogram and will be used to create the teen space in the bottom portion*
  - b. *Hired a new custodian*
  - c. *Looking for an additional library assistant*
  - d. *Hasn't heard about the leaking in the ceiling*
  - e. *New copier arrived and training was completed*
  - f. *Mentioned closing days*
- VIII. Unfinished Business:**
  - A. **Garden Railing Update**
    - a. *City will not complete the last portion, mentioned that a contractor is interested completing the work.*
    - b. *BB mentioned that he does not understand the reasoning why the city is refusing to put it up*

c. *KS asked who would cover the cost of fixing the railing*

## **IX. New Business:**

### A. Vacancy-Vice-President

a. *BB nominates Sandy Kennedy to hold position of Vice President – KS Seconds – Motion approved*

### B. Committee Assignments

a. *KS will take on the committees that Phipps were in*

### C. Board Meeting Schedule

a. *SK moves those meetings moved to Mondays starting Jan. 27<sup>th</sup>*

b. *Discussion dates will remain the same and dates will be moved depending if dates*

c. *Motion dies for lack of the second*

d. *BB moves that next year's meetings be held | KS seconds | Motion approved*

#### **i. Dates: Tuesdays**

ii. *January 28<sup>th</sup>, 2025*

iii. *February 25<sup>th</sup>, 2025*

iv. *March 25<sup>th</sup>, 2025*

v. *April 29<sup>th</sup>, 2025*

vi. *May 27<sup>th</sup>, 2025*

vii. *June 24<sup>th</sup>, 2025*

### D. Investments: CDs-I.P.A.I.T

a. *Monica discussed the different options*

b. *BB asked if I.P.A.I.T allows that money may be requested without a penalty*

c. *BB makes a motion to reinvest 3-month maturity at Crawford County Bank-public fund rates to 4.7% | SK Seconds| Motion approved*

d. *City Liaison – Jennifer Zupp discussed experience with I.P.A.I.T*

### 1. Monthly Reports

a. *Reviewed by the board*

### 2. Library Accounts

a. *Reviewed by the board*

i. *BB asked MW if percentages approved and she mentioned it has and reminded the board that numbers are one month behind*

### 3. Monthly Library Report - Circulation & Acquisitions/Collection

a. *Reviewed by the board*

i. *BB mentioned that he is happy to see the variety of books that we are able to purchase*

## **Committee Reports**

### a) Book & Policy (Kennedy, Bock, Hough)

a. *No Updates*

b. *(Kennedy, Hough, Segebart)*

### b) Finance (Bock, Phipps, Kennedy)

a. *Monica and Kennedy met to discuss budget since its due 3% increase in the salaries and everything remained the same and some items were lowered.*

b. *Discussion:*

i. *Questioned was made if there be a discussion on open hours and how that can impact retention*

ii. *54 hours to be accredited- Library services of Iowa*

iii. *(Bruce, Kennedy, New board member)*

- c) Technology (Phipps, Bruce, Kennedy)
  - a. (Segebart, Bruce, New Board Member)
- d) Facilities (Peterson, Bock, Hough)
  - a. (Peterson, New board Member, Hough)
- e) Public Relations (Peterson, Bruce, Hough)
  - a. (Peterson, Hough, Kennedy)

### **Adjourn**

*SK motioned to approved meeting KS seconds| All in favor*

**Next Board Meeting:                      December 17<sup>th</sup>, 2024 @ 5:15 pm Fireside Room**