

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
JUNE 20th, 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 – Bergamo, Velasquez, Zupp, Phipps, Hough, Director Walley

- I. Additions to the Agenda/Agenda Approval – Monica asked to add a discussion of the server to the agenda and Barry wished to discuss library signage and landscaping.**
- II. Approve Minutes of Previous Meeting – JZ, JH, all votes in favor.**
- III. Guests: Denison Library Friends – Connie Volkmann and Diane Smith from The Friends.**
- IV. Trustee Training-Library Journal Review- Barry Bergamo – Barry reported on an article from one of the Omaha papers that the federal government may be expanding funding for libraries in the near future. The problems they are having in Omaha, which may be seen here, is not enough space for private meetings/research rooms, etc., so Omaha libraries will be taking this into consideration for their future expansion needs.**
- V. Correspondence-Thank You Notes-**
 - A. Denison Post 8 - American Legion – donated money for AEDs.**
 - B. Carmen & Ben Swertzic – donated \$100.00 for general use.**
 - C. Norelius & Nelson Law Firm – an anonymous firm client provided a gift for youth services and the Library is using it for Teens and Tweens programming.**
- VI. Public Forum- No one present spoke during the public forum.**
- VII. Approve Bills- All members present signed the bills sheet.**
- VIII. Director's Report – Monica reviewed her written Director's Report. Monica highlighted the summer reading program. Numbers in the Children's Library average 90-100 people per session. Adults, Teens & Tweens are averaging between 10 and 12. Monica also advised that she was working with Public Works Department regarding our locks and doors needing replaced. Monica provided an estimate for our locks to be re-keyed. Monica got ahold of the company and was advised that the key company came to the Library and had the door locks working fine. For the last week, the door has been opening without issues so Monica decided it was not necessary to spend money to re-key our locks. Barry advised that steel support beams under heat can swell and expand so possibly this is what may be happening to the door. Monica will monitor the doors and locks going forward and bring any new or recurring issues to the Board.**
- IX. New Business:**

- A. Trustee Vacancy – Barry Bergamo’s last meeting is tonight and the individuals in attendance thanked Barry for his excellent service to the Library. Monica reached out to Bud Borcharding to see if he would like to replace Barry’s seat. He did, so his information was provided to the Mayor who submitted it to Council for approval on 6/6/23. Council voted to appoint Bud Borcharding to fill Barry’s spot on the Board.**
- B. CDs Maturing & Rates – JZ, JH – all votes in favor to invest CDs at UBI x 12 months at .049% because we already have access to any kind of liquidity that we would need in our savings account and operating accounts so it is a better idea to invest the funds for future use.**
- C. Omaha World Herald – Their invoice came with \$166.40 increase in pricing for this year. This is .45 per issue more. This is a daily paper which comes every day. A few patrons read this paper, but not many. The Library subscribes to the Denison Bulletin, Carroll Newspaper, Des Moines Register, USA Today and Sioux City Journal. We will also get the Denison Free Press. Discussion was held that it makes sense to renew OWH this year, but give some additional thought to what newspapers we really need or want to carry for our community in light of the changing nature by which people want and need information.**
- D. Server - Our server went down on Saturday, 6/17/23, so Monica contacted Rod Bradley who worked with CSI in Sioux City over the weekend to try to troubleshoot repairs. They advised that our server is starting to lose its integrity. It is seven years old now which is old. CSI recommends replacing it. Rod estimated about \$8,000.00 for a new server and labor. Jennifer recommended getting competitive quotes and bringing them to us at the next meeting to meet the city’s bidding thresholds. For now the server is back up and running so we have time to consider various options. If the server would die again, Monica can call a special meeting to consider approval of emergency server repairs.**
- E. Barry advised that came down today, 6/20/23, to paint the lettering on the front of the building but determined that it would be very time-consuming to put backing behind the letters to protect and cover the brick. Barry and Monica talked about hand-brushing the letters and Monica thought a brush would leave marks. Barry thought a sealer would cover that. Monica advised Barry that someone from the Library can accompany Barry to Do It Best to look at potential paint/coating solutions. Barry is willing to help paint and other Board members would be as well as long as the proper materials are used.**
- F. Barry advised that one of our new plants is wilting due to the extreme heat. Barry advised that for the next two weeks, if Barry could get a key for the front door, he could water the plants every morning due to being an early riser. Barry would volunteer to do this but Jennifer suggested that Library staff should do it so that they keep ownership over the improvements and because it is only for a short time frame while the plants take root, and having staff do it will also avoid potential security problems associated with giving Barry a key when he is not library staff (no offense, Barry, it’s not that we don’t trust you!). Connie Volkman suggested the possibility of getting a timer for watering the plants. Monica advised she will have staff water the plants every day for now. Barry volunteered to help with watering if he is here and it looks like plants need additional water.**

- X. Unfinished Business -**
- A. AED Policy Draft – Proposed revisions by Jennifer were considered. JZ, JH – all votes in favor of the AED policy with Jennifer’s revisions.**
 - B. End of year funds – Monica advised the Board regarding end of year funds. One consideration is an Atrium upgrade, paying fiber-optics (WIN) ahead by one year (renews in August), and/or the book cover repair system.**
 - a. We have approximately \$10,000.00 remaining in our budget for the rest of the fiscal year. Upgrading our Fiber to 200 mbps would be \$500.00 per month (\$6,000.00 fiscal). Book cover repair system is \$1,433.00. Atrium upgrade with more features for staff and patrons is \$1,324.25, which is about \$10.00 more per month than we are currently paying already. Monica thought the additional features would be very useful.**
 - b. JZ, BB – all votes in favor to upgrade our fiber from 100 mbps to 200 mbps and pay for all 12 months up-front (\$6,000.00), to upgrade the Atrium subscription for \$1,324.25, and purchase the book cover repair machine for \$1,433.00 on Amazon.**
 - C. Landscaping Update-Library Campus Upgrades – Board members, Friends and volunteers upgraded landscaping outside so there was no need to discuss the item.**
 - D. Electrical bid for electrical upgrades in Carnegie Rooms – Monica has had difficulty reaching Tom Hast to upgrade the light switches and electrical outlets. Jennifer gave Monica a phone number for Larry Herrig. Monica also has a bid still from Cody Mesek and agreed to follow up to get the switches and dimmers done. However, later in the meeting, the Friends advised it was their belief that the Library’s \$20,000.00 contribution to the upgrades would go toward things in the kitchenette, such that they anticipated the Library paying \$1065.00 (our remaining balance) toward the new table in the kitchenette. After discussion, the Board agreed that we do not need dimmers right now in the Carnegie room so we would use that money instead to pay toward the table.**
 - E. Fencing outside Library – discussion was held regarding the potential difficulty of repair and replacement of the outside fence. Monica will start by checking with Gil Hardscapes and Greg Lally first, and then possibly Job Corps or the High School for welding students. Barry will also work with Monica on this. It may be that we simply need to replace it due to age and condition of the fence but we would like to salvage and repair it if doing so makes economic sense. Monica will report back to the Board.**

Monthly Reports

- A. Library Accounts – members reviewed financial accounts in the packets. Monica advised that year-end Direct State Aid and Open Access funds will be used for grout cleaning and wi-fi boosters. Dan McGinnis will likely be in this Sunday to do the grout and a new water heater is on the way.**
- B. Monthly Library Report - Circulation & Acquisitions/Collection – members reviewed excel sheet provided in the packet and electronically.**
- C. Denison Library Friends Treasurer’s Report – The Friends meet in January, March, May, September and November. Connie Volkman advised that the chairs for the kitchenette are out of stock until October. The table has arrived. The Friends anticipated the Library contributing \$1,065.00 toward the table. The Board anticipating using that money for dimmers. After discussion, it was agreed that the Library would use \$1,065.00 toward the table balance and the Friends anticipate paying for the rest \$2,756.65. Friends will also be paying for all the remaining expenses such as chairs,**

some signage, small décor, etc. Connie continues to work diligently on these items. JZ, MP – motion to cancel plan for dimmers to put the balance of our funds toward the kitchenette table. All votes in favor.

Committee Reports –As the incoming President, Sandy Velazquez will make new appointments to committees starting July 1, 2023.

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| 1. Book & Policy | (Zupp, Bock, Hough) – nothing new |
| 2. Finance | (Bock, Phipps, Zupp) – nothing new |
| 3. Technology | (Phipps, Velasquez, Zupp) – nothing new |
| 4. Facilities | (Peterson, Bock, Hough) – nothing new |
| 5. Public Relations | (Peterson, Velasquez, Hough) – nothing new |

Next Board Meeting: July 25th, 2023