

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
April 23, 2024**

**I. Roll Call** Present — S. Valelsquez, M. Phipps, L. Peterson, J. Hough, B. Brus, S. Kennedy and Director Wally Hough moves and Peterson seconds, all approve

**II. Previous minutes** Moved to approve minutes of last meeting with correction from Friends of the Library to read “share” in improved parking expenses. All approve.

**III. Friends of Library report** on White Elephant Sale “They did well”.

- Connie has the sign plates for the Carnegie room. One was passed around. Her husband will attach them.
- Yearbooks digitizing project. No 1944 year book is available, possible due to the war. When all are found, they will take them to Advantage Archives in Ames.
- Discussion of furniture warranties

**IV. No Trustee Training** today because of the lengthy agenda

**V. Director’s Report**

- Meetings attended
- Server went live in February but a few glitches in printing.
- D&S Sales signage in the process
- Garden rail completion — when is still unknown
- Security System estimate presented
- Parking Lot estimate available. Must go through a bidding process.
- Meeting room usage is steady and programs are well attended.
- Year book digitizing update. Documents for transfer to Advantage Archives.
- Staff Evaluations completed
- Program highlights White Elephant Sale, Houdini program, Teddy Bear Picnic
- Programming is gearing up for the summer June 3 to July 27
- Director and Youth Services director speaking engagements

**VII. Unfinished Business**

A. Facility Update. Roof was repaired today.

- B. Rebuilding the front fence. Discussion of where to store the materials before they are installed with no clear resolution
- C. Estimate for security system The Bid from Advanced Communication Services is \$4,679 with direct state aid of \$4509 available to cover most of the cost. 9 cameras will be installed placed at the circulation desk, entry way, upstairs southwest and northeast corners, parking lot Bill moves to approve, Larry seconds
- D. Library Staff Wages. Tabling the idea of decreasing hours in order to increase wages.
- E. Parking Lot bid from Smith Concrete. We gain 9 spaces for \$47,719. This is a preliminary discussion with nothing "set in stone."
- F. Year end funds of \$14000. Uses prioritized as follows: #1WIN Fiber Optics paid for the whole year \$6000, #2changing doors for ADA compliance for meeting rooms \$4300, #3 new water fountain \$1099, #4 digitizing newspapers \$5500. Motion by Bill, approved by all

### **VIII. New Business**

- A. Finance Committee Recommendations. City recommends a 3% increase across the board. This increase will leave a cushion if needed. Bill moves to accept, Larry seconds all approve.
- B. Iowa's Lost History From the Titanic is an event scheduled for September. It conflicts with the September board meeting date. Discussion about how to deal with the conflict but no decision.
- C. Policy Review
  - a. AED Use and Maintenance Policy motion by Bill and seconded by Bill to approve. All agree
  - b. Audio-Visual Policy We no longer rent out equipment. Only thing left is DVDs. The Book and Policy committee will review. Sandy suggests we investigate Hot Spot technology.
  - c. Food and Beverage adopt as revised moved by Bill, Seconded by Sandy K
  - d. Hot plate is no longer used. Deleted from policy Moved by Bill seconded by Mike.
  - e. Monica will merge Available Services.
- D. Year End Reports No discussion
- E. Committee Reports. No discussion

### **Closed Session for Staff Evaluation**

Return to Open Session Bill Moves to adjourn seconded by Mike. All in favor

### **Closed Session for Staff Evaluation**

Bill moves that we go into closed session for evaluations, seconded by Sandy Kennedy

### **Trustee Evaluation**

- Bill would like a full review of finances with the city. Monica says after June 30.
- Larry suggests a review of Bylaws. Monica can send them out to us.
- Discussion of having coffee with staff to meet them.

### **Monica's evaluation**

- Suggested by Sandy V. Staff also participate in evaluation. All board members are very positive.
- Sandy suggests Board Minutes and Agendas be provided in the form of a Dropbox.
- Monica sees her job as a service to the community
- A stress point for Monica. Friends of the Library complaints against Monica have not ended.
- Suggestions are made for how to meet with adverse Friends of the Library members A few board members may unofficially sit in during a Friends meeting in order to ask questions.

Larry moves to close open session, seconded by Mike