Norelius Community Library **Board of Trustees** Minutes of October 18, 2010, Regular Meeting

The Norelius Community Library Trustees met for their regular meeting on October 18, 2010. President Stephen Engelhardt called the meeting to order at 5:15 p.m. Trustees in attendance were Diane Norelius, Ron Dreyer, Stephanie Flanagan, Vicki Nixon, Jennifer Zupp, and Mark Kirby. Library Director Deb McKeown was also in attendance.

There was one addition to the agenda A motion by Engelhardt, seconded by Norelius, to add status of special account under Reports on Accounts passed unanimously. A motion by Nixon, seconded by Dreyer, to approve the agenda as amended passed unanimously.

The minutes of the September 20 meeting were reviewed. A motion to accept the minutes by Dreyer, seconded by Zupp, passed unanimously.

Public Comments/Guests City Manager Kevin Flanagan was in attendance

Correspondence There was no correspondence

Report on Accounts

Approve Bills Bills were reviewed and signed. It was noted that over \$3000 was expended on books. All line items were within the normal monthly operating expense.

1. Status of Special Accounts - President Engelhardt shared a meeting he had with the city attorney. He was informed by the city attorney that he believed the special account funds were city funds and therefore the property for sale east of the library needed to be purchased by the city. President Engelhardt told him the ownership and management of money in the special accounts was library controlled. Discussion was held on where to go now to solve this situation. The library board wanted to continue with the closing. A motion by Zupp, seconded by Norelius, to issue a check from the special accounts in the full amount for property purchase to the Denison Library Friends account to allow the friends to purchase the property in which the deed will be from the friends to the purchaser for the

one nay.

Denison Library Friends Report

The Denison Library Friends Report was reviewed. As per the city attorney request, money was transferred from the friends to the Norelius Community Library Special Account fund for the purpose of writing one check for property purchase.

exclusive purpose of using the property for library future needs passed with five ayes and

Monthly Library Report

The library report was reviewed. Total circulation was up by 5 1/4% from last year.

Budget Report

The budget report was reviewed. For this past quarter all line items were within the normal operating expenses.

Committees

A. Book and Policy

1, Set date to finalize community survey - It was discussed the survey should be in place to distribute before the legislative coffee and library board of trustees December meeting. The committee will meet November 11, at 5:30 p.m.

B. Finance - After the November meeting the committee will set a time to meet to start

fiscal year budget concerns

C. Facilities

1. Security alarm estimates - This was tabled until next month's meeting as no estimates have been received.

D. Public Relations - no report

E. Technology - The committee is still waiting for new phone system estimates. No estimates have been received yet.

Unfinished Business

A. Report on Crawford County Library Association Annual Meeting - Library Director McKeown shared statistical highlights and the year in brief concerning the annual meeting. One recommendation was to have more frequent, informal county library gatherings. B. Report on Property Purchase - This was discussed during the Report on Accounts.

New Business

A. Set Legislative Coffee Date - After discussion it was decided to hold the legislative coffee on Thursday, December 9 from 5:00 p.m. to 6:00 p.m.

Director's Report

Library Director McKeown shared that she, the assistant librarian, and the children's librarian attended the Annual Iowa Library Association Conference in Coralville.

The next library board meeting will be November 15, at 5:15 p.m.

A motion by Nixon, seconded by Flanagan, to adjourn at 6:24 p.m. passed unanimously.

Mark Kirby