Norelius Community Library Board of Trustees Minutes of September 20, 2010, Regular Meeting

The Norelius Community Library Trustees met for their regular meeting on September 20, 2010. President Stephen Engelhardt called the meeting to order at 5:15 p.m. Trustees in attendance were Stephanie Flanagan, Vicki Nixon, Diane Norelius, Jennifer ZuppRon Drever and Mark Kirby. Library Director Deb McKeown was also in attendance.

There were three addition/changes to the agenda. A motion by Dreyer, seconded by Flanagan, to add the annual library inspection tour report under facilities and to correct names under committees passes unanimously. A motion by Nixon, seconded by Flanagan to change the volunteer recognition report from the book and policy committee to the public relations committee passes unanimously. A motion by Dreyer, seconded by Norelius, to approve the agenda as amended passed unanimously.

The minutes of the August 16 meeting were reviewed. A motion to accept the minutes by Nixon, seconded by Zupp, passed unanimously.

Public Comments/Guests

City Manager Kevin Flanagan was in attendance.

Correspondence

There was no correspondence.

Approve Bills

Bills were reviewed and signed. All line items were within the normal monthly operating expense.

Report on Accounts

All accounts were reviewed. The library Special Account had standard expenditures. It was noted the Morse Account has earned \$18,258 in interest over the years. Enrich lowa Direct State Aid Moines will be received in November and the Open Access Account Moines will be received in February.

Denison Library Friends Report

The Denison Library Friend's Report was reviewed. There is now a \$30,701 savings account. Discussion was held concerning property acquisition and the need for the Library Friends to call a special meeting in regards to this.

Monthly Library Report

The library report was reviewed. Young Adult borrower are up over 43% from last year.

Budget Report

The budget report was reviewed. All line items were within normal operating expenses.

Committees

A. Book and Policy

- 1. Community Survey Discussion was held to determine ways to phrase the survey for best results. This was tabled until next month's meeting.
- B. Finance no report

C. Facilities

1. Security Alarms - Carroll Security and Midwest Security have been contacted to

provide estimate for security alarms.

2. Annual Library Inspection Report - This report ws reviewed. Concerns found during the inspection have been addressed. The overall cleanliness and general appearance inside/outside was considered very good.

D. Public Relations

1. Volunteer Recognition Report - A thank you along with a coupon for a free ice cream cone was sent to library volunteers. Comments indicated this was well received.

E. Technology

1. Phone System - The library's current phone system needs updating. The committee needs to meet to discuss possibilities. This was tabled until next month.

Unfinished Business

A. Orientation Series - Library Funding - Library Director McKeown shared about library funding and how funds are generated and how they are used. This year Norelius Community Library will receive \$205,091 from the city and \$28,770 from the county.

B. Property Acquisition - This was discussed during the Denison Library Friends Report.

C. Adopt AV Circulation Policy - After discussion a motion by Zupp, seconded by Nixon, to approve and adopt policy changes to the draft document called "audio-visual policy" passed unanimously.

New Business

A. Crawford County Library Association Annual Meeting - This will be held Thursday, September 3, at 9:30 a.m. All Crawford County libraries in attendance will share their past years accomplishments.

B. Approve Library Light Duty List from City of Denison Personnel Handbook - This came from the city of Denison Safety Committee. After discussion a motion to accept the list with "nonprofessional" omitted by Flanagan, seconded by Nixon, passed unanimously.

Director's Report

Library Director McKeown shared that after much correspondence with O'Keefe Elevator Company concerning a disputed \$759.75 charge the entire amount was waived. The first Smart Investing class will by Monday evening, October 4. This will be a face-to-face participation. The next four classes will by online modules. The Children's Library is hosting Friday move nights this fall for k-5 grades.

The next regular library board meeting will be October 18, at 5:15 p.m.

A motion by Zupp, seconded by Norelius, to adjourn at 6:47 p.m. passed unanimously.

Mark Kirby