Norelius Community Library Board of Trustees Minutes of April 18, 2011 Regular Meeting

Call Meeting to Order

The Norelius Community Library Trustees met for their regular meeting on April 18, 2011. President Stephen Engelhardt called the meeting to order at 5:25pm. Trustees in attendance were Jennifer Zupp, Vicki Nixon, Diane Norelius, and Stephanie Flanagan. Library Director Deb McKeown was also in attendance.

Additions to the Agenda/Agenda Approval

A motion to approve the agenda by Norelius, seconded by Zupp, passed unanimously.

Approve Minutes of Previous Meeting

The minutes of the March 21 meeting were reviewed. A motion to accept the minutes by Norelius, seconded by Zupp, passed unanimously.

Public Comments/Guests

There were no public comments or guests.

Correspondence

- A. Crawford Community Foundation (Dennis N. Nissen, Iowa Program Officer) The Crawford Community Foundation Advisory Board approved a \$1000 grant for the Norelius Library to use toward digital patron ID cards and key tags. The check will be distributed to Director Deb McKeown on April 19th, 4:00pm, at the Crawford County Courthouse. A brief report on the use of grant funds will be submitted by Director Deb McKeown to the Foundation by December 31, 2011.
- B. City Manager Kevin C. Flanagan email correspondence to Director Deb McKeown concerning negative budget comments

Approve Bills

Bills were reviewed. Service agreement for \$500 with Microfilm Imaging Systems was met.

Reports on Accounts

All accounts were reviewed. Maintenance and Repair Register Report was presented by Director Deb McKeown to show the account over budget by \$1159. 78 in the maintenance account from 7-1-10 to 4-16-11. Director McKeown discussed the continued use of the copier and fax machines which produced \$1067.45 (combined) in receipts. A CD from the Morse account will be due April 24, 2011. Director McKeown will search for better rates.

Denison Library Friends Report

The Denison Library Friends Report was reviewed. The White Elephant and Book sale receipts were noted. Information pertaining to future fund raisers about auctioning off

decorated chairs was discussed. More information will come after specific decisions are made. Their next meeting is May 9, 2011 at 5:30pm.

Monthly Library Report

The library report was reviewed.

Budget Report

The budget report was reviewed. Salaries are continued to be watched closely due to employees receiving sick pay, vacation pay, and comp. time towards the end of the fiscal year.

Committees

- A. Book and Policy The committee will reschedule their missed meeting.
- B. Finance No Report
- C. Facilities A Security System Proposal was presented to Director McKeown after Dale Rohe from Ed M. Feld Equipment Co., Inc visited the library to determine the appropriate alarm system for the building. An estimate of \$2530 without sales tax was proposed.
- D. Public Relations No Report
- E. Technology Director McKeown will look into the best phone system from compiled bids.

Unfinished Business

Information pertaining to the purchase of property next door to the library was discussed. Zupp and Engelhardt will contact the property owner's lawyer to gather information on the delay of the purchase.

New Business

The Northwest LSA Board will meet at the library April 19 at 1:00pm. The library will be closed for the morning of April 27 due to city-wide employee CPR recertification requirements. Due to staff family emergencies and vacations, possible staff changes and temporary additions may be necessary.

Director's Report

Director Deb McKeown discussed continued service/repairs from Drees and the book Fireside Literary Society book discussion group will be discussing the month of April. She also discussed National Library Week and Norm Prince, local genealogy researcher. The Denison Fire Department donated a puppet show fire safety story time bookshelf shaped like a Denison Fire truck, puppets and a flat-screen TV. Director McKeown presented a program for the Rotary Club, thanked them for past donations and became a member of the Club.

Adjournment

A motion by Norelius, seconded by Nixon, to adjourn at 6:26pm passed unanimously.

Stephanie Flanagan