Norelius Community Library Board of Trustees Minutes of February 21, 2011, Regular Meeting

The Norelius Community Library Trustees met for their regular meeting on February 21, 2011. President Stephen Engelhardt called the meeting to order at 5: 20 p.m. Trustees in attendance were Vicki Nixon, Ron Dreyer, Stephanie Flanagan, Diane Norelius, Jennifer Zupp and Mark Kirby. Library Director Deb McKeown was also in attendance.

There was a request to add under Unfinished Business the Fire Department approval to use the property purchased for fire training. A motion to approve the amended agenda by Flanagan, seconded by Zupp, passed unanimously.

The minutes of the January 17 meeting were reviewed. A motion to accept the minutes by Dreyer, seconded by Flanagan, passed unanimously.

Public Comments/Guests

Mayor Dennis Fineran and Emma Struve, reporter for the Denison Bulletin and Review Newspaper were in attendance.

Correspondence

A. Jim Lohman: Paul S. Baker Trust. - A cover letter was sent to the Norelius Community Library asking for a signature to waive bond for June W. Baker in the Paul S. Baker Trust. Board President Englehardt signed the letter.

B. Denison Rotary Club - A letter from Susan M Hardy, Denison Rotary Treasurer, along with a check for \$6000 was sent to the Norelius Community Library to help purchase Early Childhood Literacy Stations for the Children's Library. Library Director McKeown had sent a letter of appreciation for their thoughtfulness and help.

C. Mary Wegner, State Librarian - Wegner shared a letter concerning lowa Workforce Development offices and public libraries. With the proposed closing of 39 field offices across he state, the new director of IWD wanted to involve public libraries in some way in providing services to job seekers. She will meet with IWD staff to further discuss this issue and will share that with the libraries as soon as she has it.

Approve Bills

Bills were reviewed. It was noted the Phone Services were not yet on E-rate. Two bills for annual service agreements were paid, totaling \$924.40. One was for Book systems Support and the other was Ancestry. com.

Report on Accounts

All accounts were reviewed. The Library Special Account had a balance of \$90,892.29 (this still reflects the \$25,000 from the Denison Library Friends Account along with \$25,000 from the library). As of this date there were no expenditures for the January phone bill or postage bill. Enrich Iowa Account and Open Access Account Moines have been received and reflect an 18% cut from the state.

Denison Library Friends Report

The Denison Library Friends Report was reviewed. There were no big expenditures/receipts this month. Two CD's of \$16559,10 were due in February Shirley Vipond, Friends Treasurer, questioned if she should stagger the maturity dates on those, After discussion it was agreed to let Vipond stagger the maturity dates.

Monthly Library Report

The monthly library report was reviewed. Borrower registration continues to remain strong.

There have been 382 new library cards issued from July 2010, to mid January 2011. Total holdings continue to increase.

Budget Report

The budget report was reviewed. It was at this time that the Mayor discussed financial implications of the city budget in regards to the library budget for FY2011/2012, There is a shortfall of approximately \$13500 in the library budget and the Mayor discussed ways that the money could be obtained and used. Board President Englehardt shared thoughts on possibilities. The Mayor was impressed with the number of monthly library patrons, and the success, challenges, and decisions about the services provided.

Committees

A. Book and Policy - The committee met and reviewed the policy manual. There were changes or additions to five areas of the policy. After discussion, a motion to accept the new policy with the amendments by Zupp, seconded by Flanagan passed unanimously.

B. Finance - after the budget discussion with the Mayor, the committee will now meet Saturday, February 26, at 9:00 a.m.

C. Facilities - Alarm System - Library Director McKeown will contact Feld Equipment to price security alarms.

D. Public Relations - no report

E. Technology - no report

Unfinished Business

A. Approve review of Library Policy Manual - This was completed during the Book and Policy Committee report.

B. Fire Department approval to use property - After discussion, a motion by Flanagan, seconded by Zupp, to approve the use of the purchased property house for fire department training contingent to the purchase of the house with month to month use to be reviewed by the library passed unanimously.

New Business

A. Accommodating budget cuts - this was discussed during the Budget Report with the Mayor.

Director's Report

Library Director McKeown told of a new motor shaft for the air handler unit being ordered after Drees replaced two bearings. The shaft will cost approximately \$300 plus \$63/hr labor. McKeown has been attending several sessions of the lowa Small Libraries Association Annual Online Conference. She has obtained many excellent ideas and resources.

The next regular library board meeting will be March 21, at 5:15 p.m.

A motion by Norelius, seconded by Flanagan to adjourn at 7:04 p.m. passed unanimously.

Mark Kirby