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

The Norelius Community Library Trustees met for their regular meeting on March 21, 2011. President Stephen Engelhardt called the meeting to order at 5:15 p.m. Trustees in attendance were Jennifer Zupp, Diane Norelius, Ron Dreyer, and Mark Kirby. Library Director Deb McKeown was also in attendance.

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

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

Public Comments/Guests

There were no public comments or guests.

Correspondence

A. Zion Evening Guild - The Zion Lutheran Church Evening Guild gave a \$250 donation to the library. Library Director McKeown sent a thank you note for their generous donation B. Drees Company - In response to a letter sent by Director McKeown concerning the bill for service work done on the air handler, Brett Sanford, Drees Service Manager, credited the library account for \$897.75.

Approve Bills

Bills were reviewed. There was \$5462.97 expended for book purchases. Discussion was held on the annual fee for WILBOR and it s monthly usage.

Report on Accounts

All accounts were reviewed. It was noted receipts for interlibrary loan postage was up due to two book clubs paying for the year. A CD from the Morse Account will be due in April. Director McKeown will look into that.

Denison Library Friends Report

The Denison Library Friends Report was reviewed There were no big expenditures or receipts this month. A CD from the Miscellaneous Account will be due in April.

Monthly Library Report

The library report was reviewed Direct loans to public showed a slight decrease.

Budget Report

The budget report was reviewed. Line items were within the normal monthly operating expense. Maintenance is being watched closely as moneys have been expended leaving a small balance for the remainder of the year.

Committees

- A. Book and Policy no report
- B. Finance the finance committee is closely monitoring the budgeted finances with regards to the FY 11-12 budget.
- C. Facilities -
 - 1. Alarm system the committee will meet with a representative from E. M. Feld Company Wednesday, March 23, for alarm system recommendations.
- D. Public Relations no report
- E. Technology no report

Unfinished Business

A. Property Purchase Update

Director McKeown shared that as of March 15 there was no closing yet due to a lien against the property. Zupp will look into this.

B. Accept resignations and nominate new Library Board secretary

The library board of trustees accepted the resignation of Dreyer as the FY11-12 board secretary. A motion by Dreyer, seconded by Zupp, to nominate Stephanie Flanagan as the new board secretary to begin on July 1, 2011, passed unanimously.

New Business

A. Holiday hours and comp time.

Some full time library staff work on a holiday regularly nine or ten hours. The library policy is to take the same number of hours as comp time. The city says only a standard eight hour day may be used as comp time. The two holidays affecting the library would be President's Day and Veteran's Day. After discussion it was decided to have the Book and Policy Committee review and bring their recommendation to the next board meeting. B. Children's Library Intern

A student needs to complete 400 hours of practicum/internship. She would like to do this in the children's area of the library and would begin as soon as her school year is over. The board gave approval as long as there is no financial/insured obligations by the library.

Director's Report

Library Director McKeown shared she had been interviewed on the KDSN morning talk show and talked about the library survey, WILBOR eBooks, and the AWE Early Literacy Stations now in the children's library. Nation Library Week is April 10-16. The theme will be "create your own story at the library.

A motion by Zupp, seconded by Kirby , to adjourn at 6:32 p.m. passed unanimously.

Mark Kirby