

NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING Minutes
November 28th, 2023

Library Mission Statement:

The Norelius Community Library provides a center where residents in our diverse community may obtain information, resources, education, and recreation through a full range of library services.

Call Meeting to Order- by President Sandy Velasquez

Roll Call – Velasquez, Bock, Peterson, Hough, Kennedy, and Director Walley present

- I. **Agenda Approval** moved by Hough, seconded by Kennedy
- II. **Approve Minutes of Previous Meeting- 10-24-23** moved by Hough, seconded by Kennedy
- III. **Public Forum**

Guests. Mayor P. Soseman, Council Member J. Smith, and Friends member (forgot name??) Mayor Soseman announces that the Homes Tour is canceled which will affect whether the library has an open house.

IV. **Trustee Training-**Sandy Velasquez will be in future

V. **Correspondence- None**

VI. **Approve Bills- done**

VII. **Director's Report** – Director Walley

- Server is here, Waiting for Rod Bradley to install. Supposed to be last week.
- Carroll Glass has looked at the windows and recommend replacing two, possibly

three windows and resealing the leaky window.

- Uniform display to honor veterans will be taken down. Lots of interest shown
- Denison Library Friends Recycled Christmas, Book & Bake Sale 11/17 & 11/18

Worked up flyer with Joanne's input/printed out for Friends to distribute and provided free advertising for the sale and soliciting donations by sending "press releases" to the Denison Free Press and the Denison Bulletin

- Programs Report

1. EDGAR ALLEN POE- Duffy Hudson 10/24-Phenominal program-well worth the \$500 cost. Well attended- Well received by our community. 66 patrons in attendance

2. Trick or Treat in the Park 10/28 Moved to Broadway & Main Mall due to the unseasonable/extreme cold. Less children attended than anticipated. Less children's books distributed but will be saved for next year

3. Cards & Coffee is our newest program -- 1st session 10/5-5 patrons in attendance 2nd session 11/14-9 patrons in attendance

4. Patron Appreciation is scheduled for 12/8-Staff contributing baked goods for table in appreciation for patrons and their loyalty to this library

5. Friends currently supplement Children's programming up to \$3000 annually and we are anticipating the continuation of this supplement to the Children's programming budget

VIII. Holiday closings

4:00 pm Wed.11/23 through Thurs. 11/23 for observation of the Thanksgiving holiday

12/23-12/25 in observation of the Christmas Eve and Christmas day holiday

1/1/24 in observation of New Year's Day holiday

IX.

X. Unfinished Business:

- A. Carnegie Rooms Restoration Project** the chairs in the kitchen/conference room are not matching the decor. Suggestion made by Jen Zupp that we contact Connie for information on whether they can be returned for another style. Likely that they will remain.
- B. Technology Update-Server Project Update** see above
- C. Patron Accounts-Pending Data Collection** have not been reached yet.

IX. New Business:

- A. Inclement Weather policy/procedures** continue to consult with board president Connected to Schools, Street department doesn't have enough man power but might be able to in a couple of months. We may be able to borrow one from the city department if needed. Discussion about hiring someone for the season.
- B. December Business Meeting date: Suggested Date: December 19th, 2023** agreed by moved by Hough and seconded by Kennedy

X. Monthly Reports

- 1. Library Accounts** no comments
- 2. Monthly Library Report - Circulation & Acquisitions/Collection** no comments

Committee Reports

- 1. Book & Policy** (Kennedy, Bock, Hough) Monica has a list of new books
- 2. Finance** (Bock, Phipps, Kennedy) Monica will Finance committee preliminary budget looked at lines for what we need for the net year. Submitted to city manager and clerk who will judge feasibility then it goes got the Council.
- 3. Technology** (Phipps, Bruce, Kennedy)
- 4. Facilities** (Peterson, Bock, Hough)
- 5. Public Relations** (Peterson, Bruce, Hough) open house will depend on house

tour

Peterson moved to adjourn,Hough second

Next Board Meeting: December 19 @ 5:15 pm