

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING MINUTES  
January 23, 2024**

Meeting Called to Order by Pres. Velasquez

Roll Call – S. Velasquez, M. Phipps, K. L. Peterson, J. Hough, B. Bruce,  
S. Kennedy, Director Walley

- I. **No Additions to the Agenda/Agenda** Approved
- II. **Minutes of Previous Meeting- 12-19-23** Hough moves, Kennedy seconds, approved unanimously
- III. **Public Forum (Limit 5 Minutes)** Guest Council Person J. Z-Smith
- IV. **Trustee Training-** Sandy Velasquez has provided documents of public library standards, Trustee Training and Meetings on Google Drive. Trustee Training will be on line on Thursday Jan 24 from 6:00 to 7:00 pm
- V. **Correspondence-** Thank You Notes about donations to the library.  
Delores Jochimsen thanking the Library for use of old newspapers for a genealogy project  
Farah Sivolella: Memorial for mother Janice Lackman Regn
- VI. **Approve Bills-** Signature Page Signed by all attendees
- VII. **Director's Report –** Director Walley  
Server project underway. Rod Bradley email — actively working on it and will transfer from old server to new the week of March 4.  
Carroll Glass estimate of \$1432.56 for Fireside Room windows in closet doors.  
Friends will be consulted about paying for it.  
Plaques designed by D and S Sales are reviewed. June Baker's name was added to the kitchen plaque,  
a plaque recognizing the Friends of the Library for planning and supervising the renewal of the Carnegie Fireside Room,  
Chairs that were unsound have been replaced, remaining unsound chairs have masking tape IDs.  
Snow removal was not satisfactory.  
January programming with new programs: The Library Book Club and the Lincoln Highway Exhibition
- VIII. **Unfinished Business:**
  - A. **Care Instructions-Warranty information on Carnegie Restoration Project-**  
No information has been received.
  - B. **Server Project Update** in progress ie. Rod Bradley's letter. We will find out if his service bill of \$60/hour is included in the total bid.
  - C. **Facilities Updates** new window panes and flashing installed.
  - D. **Patron Accounts Report** by Chris Mahnken who has been working on keeping records. She seeks guidelines, wants us to look positive. Suggests a February campaign welcoming anyone to pay their bill up to five years back except for the \$5 service fee, taking it off the top of the fine, which goes to the city.
  - E. **Active Shooter Staff Training** Monica visited with Chief Trejo to place the library in line for pending training.

IX. **New Business:**

**Building & Content Security** missing historical items in the Carnegie Fireside meeting rooms. Monica suggested visiting with the Friends about making a shadow box of the closed door next to the fireplace.

**X. Monthly Reports**

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

**Committee Reports**

- |                             |                                                      |
|-----------------------------|------------------------------------------------------|
| 1. <b>Book &amp; Policy</b> | (Kennedy, Bock, Hough). None                         |
| 2. <b>Finance</b>           | (Bock, Phipps, Kennedy) upcoming city budget meeting |
| 3. <b>Technology</b>        | (Phipps, Bruce, Kennedy) none                        |
| 4. <b>Facilities</b>        | (Peterson, Bock, Hough) discussed above              |
| 5. <b>Public Relations</b>  | (Peterson, Bruce, Hough) discussed above             |

**Adjournment at 6:45 PM**

**Next Board Meeting: February 27<sup>th</sup>, 2024 @ 5:15 pm Fireside Room**