

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
March 28<sup>th</sup>, 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.*

**MINUTES**

**Call Meeting to Order- Roll Call – Bergamo, Zupp, Peterson, Hough, Bock, Phipps, Director Walley**

- I. Additions to the Agenda/Agenda Approval – JZ, LP, all votes in favor.**
- II. Approve Minutes of Previous Meeting – JZ, LP, all votes in favor.**
- III. Guests: Denison Library Friends, Connie Volkmann, Joanne Sachau.**
- IV. Trustee Training - Barry Bergamo – tabled.**
- V. Correspondence – None**
- VI. Public Forum - None**
- VII. Approve Bills- Members in attendance signed sheet.**
- VIII. Director’s Report –**
  - A. Staff training on 3/3/23 which included book repair for staff. Maria, Sophia, Taryn and Davita were able to participate as newer staff members. Monica will have this training once per quarter after-hours so all staff can be there.**
  - B. Monica applied for ARPA grant for an electronic marquee for outside signage. Grant was \$11,000.00. Monica will advise when she learns whether we were awarded funding.**
  - C. Monica applied for Omaha Crawford County Foundation grant in January, to obtain AEDs, but the Library was not awarded the grant. They AEDs did not come with signs, so those have been ordered, as well as fire extinguishers and fire extinguisher signs.**
  - D. City’s ad hoc safety committee also looked at our exit signs and advised replacing them, so Monica has replaced them already.**
  - E. Meeting room usage has been steady. Monica looked at meeting room reservations and all the meetings except two asked for use of tables.**
  - F. Pippa White also came last Monday, March 21, 2023. Monica provided some publicity materials to the newspaper. There were some issues with temperature control but otherwise, the program was fine. Monica would like to invite Pippa back in a couple of years.**
  - G. Nursing students from WITCC came to do BP and pulse oximetry checks downstairs one day last week to work toward their nursing credits.**
  - H. Friends White Elephant sale is Saturday, April 1 from 9-1.**
  - I. Monica contacted Chad Stephens from Phil’s Landscaping and Nursery, but advised that we likely don’t have funding for it this year.**
  - J. Monica solicited bids for grout cleaning and shared the bids.**

**JZ advised that the Board never voted to approve the purchase of AEDs, nor any signage that was recommended by the city’s safety committee. Jennifer advised that AEDs were not required and felt we were not prepared to use them properly yet, due to**

no training or policies and procedures in place for them. BB moved to remove the AED units from the wall mounts for now, until training and policies are in place. LP seconded the motion. All votes in favor. Monica was directed to bring us back a training and maintenance policy for next month.

**IX. Unfinished Business**

- A. Carnegie Restoration Update-Denison Library Friends – Connie is following up with Devon regarding our table, he is finishing cabinets now on another project and the table is next. The wicker chairs should be shipped soon as the last half was paid today. Joanne is working on framing of history of postcards and photos, etc. Joanne will also reserve the fireside room for a day to re-do the shelves, etc.
- B. Policy Review: Carnegie Meeting Room Reservation/Use Policies – JZ, LP, all votes in favor.
- C. Facilities Committee Report – the Facilities committee did a walk through and Monica is working on implementing their recommendations.
  - a. Monica will discuss painting of West door as we already have paint and she will also check into the cost of repairing and re-painting the railing by the front entrance. The city will look at the roof as it may be under warranty. Eric Martens suggested that the cracks in the block may not be from the building settling and we may just need to re-caulk the cracks. The board also suggested replacing the drinking fountain with a fountain/bottle filling unit due to low water pressure. Connie Volkmann suggested new shades for the windows.
- D. McClellan Electric Dimmer Lighting-Conversion Bid – bid was between \$800-\$1,000.00 to upgrade dimmers. That seemed high so LP suggested upgrading the lightbulbs instead. JH moved to change lightbulbs instead, seconded by MP. All votes in favor except Jennifer who left by this time. The board would entertain other estimates for dimmers.

**X. New Business:**

- A. Library Movie Sponsorship – JH made motion to approve sponsorship of one of the summer, outdoor movies. Seconded by LP. All votes in favor except Jennifer who left by this time.
- B. Tile Grout Cleaning/Hot Water Heater – tabled grout cleaning at this time.
- C. Internal Wi-Fi Boosters - tabled
- D. Custodian position vs Custodial Service – pay was discussed and KB advised cleaning services can be up to \$25.00 per hour. This issue was tabled as Michael also had to leave early for childrens’ concert, so there was no longer a quorum.
- E. Policy Review: Behavior Policy – was reviewed, and everyone present agreed the policy was fine for now.

**Monthly Reports**

- A. Library Accounts – **see board packet.**
- B. Monthly Library Report - Circulation & Acquisitions/Collection – **see board packet.**
- C. Denison Library Friends Report- **None, other than as above.**

**Committee Reports – nothing new.**

- 1. Book & Policy (Zupp, Bock, Hough)
- 2. Finance (Bock, Phipps, Zupp)
- 3. Technology (Phipps, Velasquez, Zupp)
- 4. Facilities (Peterson, Bock, Hough)
- 5. Public Relations (Peterson, Velasquez, Hough)

**Next Board Meeting: April 25<sup>th</sup>, 2023**