

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
May 24, 2022**

**MINUTES**

**Call Meeting to Order-5:12 p.m.**

**Roll Call – Peterson, Bergamo, Zupp, Phipps, Hough, Director Walley**

- I. Additions to the Agenda/Agenda Approval - None**
- II. Approve Minutes of Previous Meeting- JZ, BB, all votes in favor.**
- III. Guests: Connie Volkmann, Joanne Sachau, Dustin Logan.**
- IV. Correspondence- None**
- V. Approve Bills- All members present signed the bills sheet.**
- VI. Director's Report –**
  - A.** Monica attended various meetings as well as held staff meetings.
  - B.** Programming was normal.
  - C.** There was only one story time in May, so Katie could prepare for the summer. Katie bought some materials for the program for “Camp Fire Tales” to which she and staff are looking forward.
  - D.** There was no pre-school outreach in May because the schools came to the Library for tours.
  - E.** June 13 – David Peterson speaker, June 14 is Flag Day and Monica is working with Louise Galbrath for a ceremony to properly fold and dispose of flags.
  - F.** Crafternoon Fridays didn't go over very well in terms of numbers, but it is going to transform into an “adult” portion of the Summer Reading Program. Monica will also do a watercolor workshop again which was halted around the time of COVID.
  - G.** Katie and Michelle are working on the Summer Reading Program together alot. Katie is going above and beyond the expectations. The theme is “Read Beyond the Beaten Path”. Registration opened on May 16<sup>th</sup> but nothing was given out to children yet for forms to complete for reading; those will be given out on June 1-2. Monica mentioned Katie is doing phenomenally with the project. June 1 – July 15 is summer reading.
  - H.** Monica submitted the Monogram Loves Kids grant. Katie, Joanne and Monica got together on the grant and Jennifer helped to edit it. Monica also applied for money through the county supervisors. She applied for \$8,590.00 to complete the digitization project. Monica was advised that they are going to do bigger projects first so was declined for this grant. Monica also had a zoom meeting with Jennifer so Jennifer could show Monica some tips with Excel to make data compilation easier.
  - I.** Service calls – front door is inoperable in terms of ADA requirements. Monica talked to the service company today because she finally got the bid for the

- repair work. Bids were \$1,366.00 for rebuilding the motor, for which parts may or may not be able to be found timely. The other bid was to replace the opening mechanism entirely and that was \$3,242.00. BB, MP move to accept the bid for \$3,242.00.
- J. Monica had to call Frontier for one of our three phone lines. A patron let Monica know that there was an issue with being hung up on when calls rang through to the third line. The third line was disabled for a while so Frontier could fix it and it is now fixed.
  - K. Feld Fire came and reinstalled the new security alarm at the back door. Jennifer suggested getting a camera out back.
  - L. Iowa State Library called and advised that we won a grant that we applied for last year in the amount of \$5,000.00. Monica will submit our receipt for the digitizing that we did last year and will expect receipt of grant funds in the early part of FY22-23.

## **VII. Unfinished Business**

- A. Updates on upgrades/beautification of grounds project – Connie**

Volkman presented a packet with various bids for work as well as her vision board. Connie shared carpet and the unfortunate news regarding the cost of the preferred sample. We need 230 yards of carpet but the cost was higher than The Friends want to pay (over 40k). Connie is looking at some commercial grade carpets instead. Connie has looked in Sioux City and will also check with the new flooring store in Denison as well. Plumber and electrician also met last week. Plumber and electrician can start in 2 months. Meanwhile Devin Evers will work on the tables. Friends voted to spend \$100,000.00 total, which includes the Library's \$20,000.00 contribution. Devin provided a design for the kitchenette area. Connie suggested doing the under-cabinet fridge as a two-drawer, with wood panels to match. Connie saw one that is a Kitchen Aide which is a little over \$2,000.00. Devin's bid for the kitchen is \$3,307.00 for appliances and counter tops. Cabinets are \$8,969.00. Plumber and electrician said they'd only take a couple days to do what they need to do. Electrician will also work on outlets for lamps that can be set on timers in the Carnegie Room. Chairs will take 4-6 months to come in, but Devin will need them to match stain for tables. Cabinet above will have a microwave inside it and underneath will be a coffee bar. Water heater will be under the sink. Fireplace insert with birch logs which also has an acrylic screen that lights up and heats is also on the short list of items to obtain. Connie also shared some prints she intends to obtain which are approx. 48"\*36". Connie has been working with The Home Store in Sioux City with great customer service by its team.

Joanne also mentioned that Wayne Rydburg has resigned from The Friends and everyone was grateful for his many years of service. Accordingly, The Friends will be looking for another board member.
- B. Policy Review-Technology – JH, JZ – all votes in favor.** Jennifer will send the changes reviewed to Monica via email.
- C. Evaluations-Trustee/Staff-Performance based pay raises – JZ, MP, all votes in favor.** Jennifer will send Monica the excel sheet with everyone's new pay rates.

**D. Year End Funds expenditures** – We have open access and direct state aid funds available. This is just over \$2,000.00 and must be spent by June 30, 2022, as well as the rest of the budget. There is approximately \$14,000.00 remaining in our budget. That does not include the door. Monica thought good use of the money would be for digitizing of \$8,950.00. Another possibility is to upgrade our microfilm reader machine. These are approximately \$7,000.00. Children’s Library could use another book truck, which is \$549.00. We also do a bulk order of supplies at the end of the year. This will probably be about \$1,000.00. We also need to order book covering supplies. JZ, JH – move to digitize, repair the door, get the cart for Katie and spend the rest on supplies. All votes in favor.

**VIII. New Business:**

**A.** Barry suggested that we have a rotating discussion led by the President about library journals. As the next President, Barry will start off this discussion each month to stay up to date on library happenings beyond just our own.

**VIV Monthly Reports**

A. Library Accounts

B. Monthly Library Report - Circulation & Acquisitions/Collection

C. Denison Library Friends Report –

1. Friends Board meeting held on 5/9/22. Joanne presented financial information. Friends started with \$150,000.00. It has been over \$600,000.00 at one point but the balance is fluctuation. The Friends’ decided to take money from their mutual funds, rather than stocks. Joanne is holding a board meeting on May 31 and they are going to do a special account for the purpose of this project. The Friends will ask Diane Smith to do that.

**IX. Committee Reports – See above.**

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

**Next Board Meeting**  
in favor

**June 28, 2022 – BB, JZ** – move to adjourn. All votes