

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
December 20th, 2022**

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, Bock, Hough, Phipps, Director Walley

- I. **Additions to the Agenda/Agenda Approval** – Monica requested to add possibly going into a closed session for personnel issues under Iowa Code section 21.5(1)(a). No other additions were requested.
- II. **Approve Minutes of Previous Meeting in November.** JZ, JH, all votes in favor.
- III. **Guests:** Denison Library Friends, per JoAnne Sachau.
 - a. JoAnne advised there are three new members. Marcia and Richard and Wayne resigned. Jill Sedore, Nancy Hass, Dustin Durbin were asked to join and were elected to the Friends' Board.
 - b. JoAnne advised that the Friends' Christmas sale was successful. Diane Smith is the new Treasurer, Connie Volkman is VP and JoAnne is President, Secretary is Sue Russell.
- IV. **Trustee Training-Library Journal Review-** Barry Bergamo – Barry googled an article about challenges for public libraries. Topics included growing mistrust of government, erosion of faith in objective material, decline of civility in engagements and conversations, disappearance of the middle class, minimal return on investment, decline of attention span, decrease of reading in general, lack of diversity, lack of recognition, and library education.
- V. **Correspondence - None**
- VI. **Approve Bills** – Members in attendance signed bills sheet.
- VII. **Director's Report –**
 - A. Less meetings this month
 - B. Friends' decorated along with Monica and Sandy and it looked beautiful.
 - C. Tour of Homes was on 12/11/22; Bake Shop provided cookies and 59 people registered for the tour. This is a lower number than prior, but advertising was also less and there had been a year off due to COVID.
 - D. Special story time was held for CDC's Snowcial, along with a soft snowball fight.
 - E. Color Me Calm is opening to families to see if numbers grow as there were only two last time and family was family of staff.
 - F. Fireside Book Club was 12/8.
 - G. Hugo Kringle came on 12/12 by Library Friends. It was not well-attended but was better-attended than last time. Management felt December was not a good time for a bigger program
 - H. Crafternoon is tonight, 12/20. This has grown a following.
 - I. Katie did multiple story time sessions throughout the community.
 - J. Children's Reading Winter Challenge starts tomorrow, 12/21-12/29 and there are prizes for children.

- K. On 12/19/22, the Goodwill Care Cruiser came through to help folks with career advancement skills/resumes, etc.
- L. Meeting room usage should start to climb now that restorations are nearing completion. We are waiting on tables from Devon Evers at Crossgrain. He has problems with the equipment which led to some delays.
- M. Snow event on 12/15 and 12/19.
- N. Holiday closings is the library being closed on the 24th and 25th and 26th. We will be closed on Sunday the 1st and Monday the 2nd.

VIII. Unfinished Business

- A. Carnegie Restoration Update-Denison Library Friends – JoAnn advised there will be four tables in the Carnegie room and one more table for our meeting room, as well as chairs. JoAnne also said we should have a food and drink policy for this area. There is also a new coffee machine which uses pods and ground coffee for which we should have a policy. Monica shared a cleaning checklist for upstairs staff created. The library also purchased a new vacuum for upstairs as well. There are three new garbage cans for upstairs, as well as bags which staff will place upstairs. There are also cleaning wipes under the counters in the kitchenete. Jennifer will prepare a meeting room food and drink policy to go over for the next meeting and potentially vote on. Friends suggested tempered or rainbow/waterfall glass to provide privacy for study rooms next to the entry door in the Carnegie Room. This could possibly be done if there is money left over as unspent for the renovation.
- B. Policy Review: Operations Policy – JZ moved to approve all changes previously suggested/circulated at the last meeting except to change new borrowers to two check outs or two months, before they become a qualified borrower to make it easier on staff to remember. KB seconded the Motion. All votes in favor.
- C. CDs Maturity and reinvestments – JZ, JH – move to put all three CDs into a 5 month investment at 3.7% at UBI. All votes in favor.

IX. New Business:

- A. **Policy Review:** Hiring Procedures – JZ, JH – move to add a “firing policy” at the end of the Hiring Policy for the Board to give all discretion to the Director to discipline and/or fire employees for any reason, or no reason, including full time staff. All votes in favor. Monica will update the policy.

Monthly Reports

- A. Library Accounts – members reviewed accounts – Monica noted that we received grant money from Enrich Iowa funds. Staff meeting mentioned acquiring AEDs for the library. Monica is going to apply through the Omaha Foundation to get AEDs. Monica is looking into Fire Extinguishers as well because they need to be visible.
- B. Monthly Library Report - Circulation & Acquisitions/Collection – members reviewed statistical summary.
- C. Denison Library Friends Report - See above comments from JoAnne.

Committee Reports

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| 1. Book & Policy | (Zupp, Bock, Hough) – Jennifer will draft and circulate a proposed meeting room policy. |
| 2. Finance | (Bock, Phipps, Zupp) – nothing new |
| 3. Technology | (Phipps, Velasquez, Zupp) – nothing new |
| 4. Facilities | (Peterson, Bock, Hough) – nothing new |
| 5. Public Relations | (Peterson, Velasquez, Hough) – nothing new |

Possible Closed Session – Motion by JH, KB to go into Closed Session under Iowa Code section 21.5(1)(a). Upon vote, all members voted against the Motion so discussion was held in open session. Monica advised that Michelle is going to part time and she and Michelle are both looking forward to the transition as Michelle will focus on programming. We will have to hire a replacement. Monica will place

an ad in the Denison Bulletin. Jennifer, Kristi and Jeri will interview all candidates with Monica that we choose to interview. The tentative date for candidate interviews will be 1/10/22.

Meeting Adjourned at 6:34 p.m.

/s/ Jennifer Zupp, Secretary

Next Board Meeting January 24th, 2022
Annual meeting followed by Regular Board meeting