

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
November 22, 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, Velasquez, Zupp, Peterson, Phipps, Director Walley**

**Guests – Dustin Logan, City Council liason and JoAnn Sachau, Friends' representative.**

- I. Additions to the Agenda/Agenda Approval –
  - a. Monica mentioned that decorating will be 11/29 for the new Carnegie space.
  - b. Two CD's come due on 12/7 which need discussion.
  - c. JZ, LP move to add the above items to the agenda. All votes in favor.
- II. Approve Minutes of Previous Meeting-September. No quorum in Oct. JZ, BB move to approve minutes from last meeting. All votes in favor.
- III. Guests: Joanne Sachau and Dustin Logan.
- IV. Trustee Training-Library Journal Review-Barry Bergamo presented some articles for renovations that have been done at other libraries since the library is currently rehabbing and redecorating in the library. Barry presented another article regarding having proper signage in a library which explained how one should emphasize site lines and navigation throughout the library as well as signs for various types of books. Monica is going to explore reasonable options for signage. Several members mentioned that they have difficulty finding various types of books.
- V. Correspondence-Thank You Note-Wayne & Kay Rydberg.
- VI. Approve Bills- All members signed the bills sheet.
- VII. Director's Report – Monica provided her report via email. Highlights are below.
  - A. Monica advised that she has been absent due to her mother's passing and personal health issues so has been playing catch up but commented that staff maintained services just as if Monica was here.
  - B. Michelle and Katie handed out 350 books to children, as well as candy.
  - C. Friends' X-mas book and bake sale was 11/19/22-11/20/22. Patrons seemed very generous and that they had a good time.
  - D. Due to Carnegie renovation, meeting space availability has been reflected by that.
  - E. The Library closes at 4 pm Wednesday for the Thanksgiving holiday and is back open on Friday.
  - F. Patron appreciation will be on 12/2/22 in the lobby at the Library.
  - G. 12/11/22 will be the holiday tour of homes from 1-4 and at that time, we will be showing off what Friends have done at the Library.
  - H. Plans for December programming has been put together by Katie and she has a full month of activities slated. There will also be a winter reading challenge. There are also prizes for this.
  - I. X-mas party is on December 9 for staff.
- VIII. Unfinished Business

- A. **Carnegie Restoration Update-Denison Library Friends** – JoAnn advised the Board regarding updates to renovations. Some items are not yet here. Chairs will be here tomorrow and 3 more pieces of art are in route and expected to arrive any time. Kitchen is nearing completion as they were putting in trim today. Monica and Joanne will check with them on lowering a cabinet. A tile layer has to still come to lay the tile. Connie is suggesting sofa tables for windows for lamps as well as refinishing the oak tables that are in here. JZ, LP – move to allow library to list piano on swap. All votes in favor.
- B. **Landscaping** - Monica reached out to Chad Stephens again to try to get specifics regarding plants and other items for landscaping. She did not yet hear back. Table for now.
- C. **Decorating Committee:** Connie V., Joanne S., Sandy V., Monica W. will meet on Tuesday, 11/29 5 p.m. instead of 12/1.
- D. **Tuckpointing** – Dustin Logan advised that the city is budgeting to do the tuckpointing for the library and suggested that we get new bids to do all the tuck-pointing at one time.

**IX. New Business:**

- A. **Policy Review: Operations Policy** - Overdue Policies – Jennifer circulated some proposed changes before the meeting and all members wanted a chance to review them in detail prior to amendment or approval so this is tabled to the next meeting.
- B. **CD Matures on 11/24/22** -10 Day grace period 11/24/22 – tabled until December meeting. Monica will bring us numbers from at least two different banks so we can consider reinvestment.
- C. **Budget Committee**-Budget proposal due in City Hall Dec. 1<sup>st</sup> Jen, Michael, Monica, and Kristi will meet on November 30, 2022 at 4:00 p.m. to work on budgets.

**Monthly Reports**

- A. Library Accounts – Monica advised that our Direct State Aid check came so that will be reflected on the next budget.
- B. Monthly Library Report - Circulation & Acquisitions/Collection – members reviewed materials.
- C. Denison Library Friends Report 11-14-22 – Friends’ financial report was provided in the packet. JoAnn advised that Ameriprise is starting to go back up. Friends advised that they have not taken any money out of the Sanders’ account.

**Committee Reports**

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| <ul style="list-style-type: none"> <li>1. Book &amp; Policy</li> <li>2. Finance</li> <li>3. Technology</li> <li>4. Facilities</li> <li>5. Public Relations</li> </ul> | <ul style="list-style-type: none"> <li>(Zupp, Bock, Hough) – nothing new</li> <li>(Bock, Phipps, Zupp) – meeting next week</li> <li>(Phipps, Velasquez, Zupp) – nothing new</li> <li>(Peterson, Bock, Hough) – Monica will check on the last facility walk through so we can see if anything is needed.</li> <li>(Peterson, Velasquez, Hough) – Michelle wrote an article for the paper about the Friends. There were three posts about the Friends’ sale. Gordon Wolf also came and took pictures for the newspaper.</li> </ul> |
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**Next Board Meeting      December 20th, 2022 due to holiday schedule.**

**Adjourn – 6:13 p.m.**

**/s/ Jennifer Zupp**