

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
December 20th, 2021**

MINUTES

Call Meeting to Order-

**Roll Call –Bergamo, Velasquez, Zupp, Bock, Phipps,
Director Walley**

I. Additions to the Agenda/Agenda Approval

II. Approve Minutes of Previous Meeting- JZ Moves, KB Seconds- All in favor

III. Guests: Mayor Soseman

IV. Correspondence- None

V. Approve Bills-

VI. Director's Report –

- Met with the finance committee
- Attends city meetings and management meetings
- Have been interviewing individuals to hire a part-time librarian
 - 1 person was hired and starting Monday
- Adult programming
 - Nov. 19th - Spoke at Friday Club
 - Dec. 2nd & 23rd - Patron Appreciation day (Had 75 patrons)
 - Fireside book club meets once a month
 - Dec. 3rd - Crafternoon- ornaments were made (2 attendees)
 - Dec. 7th - Color me Calm – (9 attendees)
- Children's programming
 - Tablets and Switch will be available all times now
 - Bi-lingual moving to last Saturday of the month
 - My First Storytime every Wednesday for toddlers
 - Family Storytime 1st & 4th Saturdays
 - Theme Storytime-2nd Saturday
- Closed early due to severe weather
- Closed Christmas Eve and Christmas Day
- Meeting Rooms Usage:
 - 43 meetings / 163 patrons

VII. Unfinished Business

A. Budget Proposal

- a. Board reviewed

B. Updates on Back Door Repairs

- a. A new door and materials have been purchased
 - i. Selecta Masonry will be completing the work at \$1800 for material and supplies and \$1800 for labor. Approx. \$3600 for the work.

C. Updates on upgrades/beautification of grounds project

- Friends/Library/Library Board Trustee

VIII. New Business:

A. Bookkeeping Analysis

- a. City hall numbers do not match internal numbers
- b. Proposal for CPA to update Quick books
 - i. Moves to authorize Monica to contact Mahony and Gotto to meet with Monica on how to clean up Quicken and train Monica.
JZ Moves | KB seconds – All in Favor

B. Date of January Board Meeting-January 25th, 2022 (4th Tuesday of the Month) JZ Moves- KB seconds – All in favor

C. Summer Reading Program Length

- a. JZ proposed to change the summer reading program to June 1st – July 15th and accept reading logs until July 31st and adopt a Winter reading program to correspond with school break
 - i. JZ moves, KB seconds - All in favor

D. Hiring 2nd Library Page

- a. Current page has limited hours and Monica is looking to hire a second

E. Purchase of an Oversized Wheel Chair

- a. Reviewing if ADA requires it (Tabled)

VIV Monthly Reports

A. Library Accounts

- a. Budget sheet is missing information for two CD

B. Monthly Library Report - Circulation & Acquisitions/Collection

- a. Complete book list was requested

C. Denison Library Friends Report-None

IX. Committee Reports

- | | |
|-----------------------------|---|
| 1. Book & Policy | (Bergamo, Bock, Skoog) |
| 2. Finance | (Bock, Phipps, Zupp) –
Met to review budget and bookkeeping |
| 3. Technology | (Phipps, Velasquez, Zupp) |
| 4. Facilities | (Bergamo, Bock, Skoog) |
| 5. Public Relations | (Bergamo, Velasquez, Zupp) |

Next Board Meeting

January 25th, 2022

Moves to Adjourn JZ, KB Seconds – All in Favor