

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
March 22, 2022**

MINUTES

Call Meeting to Order- 5:15 p.m.

Roll Call – Members Present: Peterson, Bergamo, Velasquez, Zupp, Bock, Director Walley

- I. Additions to the Agenda/Agenda Approval – No additions were suggested.
Motion to approve agenda: JZ, BB, all votes in favor.
- II. Approve Minutes of Previous Meeting – There were no minutes from the prior meeting to approve because there was no quorum.
- III. Guests: Mayor Soseman and Connie Volkmann, on behalf of the Denison Library Friends.
- IV. Correspondence- Thank You Notes – two monetary donations were received and Monica sent out thank you cards to the donors. Director Walley and the Board expressed appreciation to the community for its support of the Library.
- V. Approve Bills- members in attendance signed the bills sheet upon their review of the bills packet.
- VI. Director's Report –
 - A. Monica attended city council meetings
 - B. Monica attended the Friends' meeting. At the Friends' meeting, the weeding of materials to the Friends was discussed per State Library recommendations. The Friends' also discussed interest in interior renovations for the Library.
 - C. The mystery play was cancelled due to lack of interest. Only one person came forward to play a part and four others were interested in watching, but that was all. The committee, which was Dir. Walley and two women from Crawford County Historical Society decided to cut losses before they spent too much money or further time on it due to lack of interest. This may move forward next year or in another setting.
 - D. Monica shared other programming going on at the library for the last month and advised April calendars will go out to the public soon.
 - E. The winter reading challenge has been a success with about thirty entries so far.
 - F. March 24, 2022, is the Fireside Book Club meeting.
 - G. March 28, 2022, Leslie Gustafson will be here discussing her new book and doing a signing, with light refreshments served by the library.
 - H. April 2, 2022 will be the Friends' White Elephant Sale! Donations have already been coming in. Connie Volkmann advised that the Friends have publicized the event. JZ advised that she also sent a pdf advertisement to CDC and it was included in the 3/21/22 CDC email.

VII. Unfinished Business:

- A. Updates on Back Door Repairs – the door is installed and was recently mortared. Monica will keep an eye on it to make sure it settles well. Monica reported the door is so much better than before and the Board thanks Public Works for its help with the installation. The old door was taken in for scrap with proceeds accounted for by the city.
- B. Updates on upgrades/beautification of grounds project – Larry shared a rough design plan for updating the East side of the building which included a new entryway, parking, and a walk-way to an outdoor seating area. Monica shared the completed community survey results as well as preliminary sketches of a potential expansion of the library's structure. The design was from an Omaha company which was quick to get here and start sending Dir. Walley information, enthusiasm which was appreciated by the Board. The company from Des Moines which toured the Library did not provide any design ideas yet. General discussion was held regarding the lack of available financing to help pay for a structural, exterior expansion such that perhaps interior remodeling was the way to go. Connie Volkmann advised that she did some research on other Carnegie libraries. Our library is 118 years old, dedicated in August of 1904. Less than half of the ones built in Iowa still exist, so ours is special. Connie's idea was to use our conference room to do a kitchenette because it is closest to the water supply and the closet could be back to a closet. There could be a table and chairs for visiting in the kitchenette. The Carnegie room would be a reading room and we could do really nice club chairs that could be moved around as needed. Connie shared photos of various furniture pieces which the Board seemed to agree was in very good taste for the building's period. Connie also found some beautifully-colored, patterned carpet which would warm up the atmosphere and compliment the color of the bookcases. Connie also suggested artwork above the bookcases to give interest and color and fill in vacant spaces. Connie mentioned the possibility of creating a picture rail for rotating art, too which the Board agreed would draw more use of the space and interest in it from the community on a more-regular basis. Connie would like to see an electric insert for the fireplace so it could be used and the Board liked this idea, too. The other room where weeded books are now could be set up with tables and chairs for meetings. Connie also mentioned contracting with someone to build custom tables for the size of the room and to match the period. Connie also thought we could move the circulation desk to be more user-friendly and could also use some of the older books for décor. Connie also suggested converting the old closets to study room which would have up-to-date technology upgrades and semi-private. Connie also suggested updating wiring in the hallway so that some computer units could be set up upstairs. While the Board did not vote on anything, there was universal support for the idea in general. The Board discussed that it received a \$20,000.00 bequest from an estate and the goal was to use it for improvements so the issue for further discussion next month is whether to go ahead and use that money for interior renovations, save it for another day, or use it for something else. The Board will also need to vote on whether to renovate at all.

- C. Survey Results – Monica shared the community survey results with the Board. The Board commented that the renovation ideas shared by Connie really hit most of the “top-priority” items that members of the community said they would like to see for the Library, yet at the same time the changes proposed will cost almost nothing to the tax-payers, which is a win-win for the community.
- D. Library Hours of Operation – it was discussed that some people would like the library to open on Sundays. The Board was against this idea, not only due to the economics of it, but because it believes there are enough open hours during the day and night to accommodate needs of people who work days or nights. The Board felt that making sure all staff have at least one day per week to spend with family, where there is no chance of getting called to work, is important to their workplace happiness and family values in general. Perhaps this can be reconsidered at some future day; at this time the Board is not interested.

VIII. New Business:

- A. Policy Review-Technology – Monica advised that we cannot limit access to computer content to minors. Monica will revise the policy and bring us a proposed one next time, using the model language she reviewed from other communities. The Board will take this up at the next meeting and agreed that we cannot restrict access to content by minors. That is a parental obligation. We can warn parents and have certain computers restricted, but all patrons must be permitted access to any legal content, if requested. The policy revisions should reflect this.
Library Fee Schedule – The board agreed with the fee schedule we currently use with the exception that if staff prepares CD’s or DVD’s for patrons for conversion, then it is \$5.00 per disc versus \$2.00 per disc if patrons create their own.
- B. Trustee Vacancy-Nomination-Sandy Kennedy (aka Pogensee) volunteered to serve as a Trustee to fill Terri Skoog’s term after Pam already asked Jeri Hough. Mayor Soseman advised the Board that she planned to move forward with Jeri Hough and the Board expressed it’s excitement to have her join the Board. Mayor Soseman advised she will happily consider Sandy Kennedy for a future appointment and thanked Monica for providing information and the suggestion.
- C. IA Code section 256.51- Annual sales transaction of Library materials and assets to the Denison Library Friends for fair market value. Monica will ask Friends what they would like to pay for our weeded materials and the Board can approve of this at the next meeting if we feel it is fair.
- D. Capital Improvement Funds/Library Bldg. Bond proceeds – Christy Welch advised we have \$21,482.50 in our capital improvement fund and we also have money from bond proceeds which were taken out for repairs which were determined not to be needed. So, instead, HVAC was done. Even after the HVAC work, \$39,867.98 is left over which must be spent on the library. The Board and Director commented that some tuck pointing needs done and power washing so the money should be spent on these items if possible.

E. Trustee Evaluations-self & of the library – Monica requested all Trustees prepare evaluations before April so the data can be compiled prior to the new fiscal year.

IX. Monthly Reports

A. Library Accounts – members reviewed financial information shared and did not have any questions.

B. Monthly Library Report - Circulation & Acquisitions/Collection – Jennifer asked Monica to look into the outreach data because it shows 47 outreach sessions, which is likely a typographical error. This will be investigated and corrected by Monica prior to the next meeting.

C. Denison Library Friends Report (3-14-22) – members reviewed Friends' accounting report.

X. Committee Reports – Nothing new was discussed by the committees. The President shall fill the committees after the new Trustee is appointed by council.

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

Next Board Meeting April 28, 2022 at 5:15 - Thursday, not Tuesday, for this month only. New schedule to be chosen once new board member is appointed.