

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
August 23, 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, Peterson, Phipps, Hough, Director Walley**

- I. Additions to the Agenda/Agenda Approval – LP, JZ – all votes in favor.**
- II. Approve Minutes of Previous Meeting- JZ, LP, all votes in favor.**
- III. Guests: Connie Volkmann, Denison Library Friends; Dustin Logan, City Council liaison. Connie provided an update from The Friends for the renovations of the upstairs. Dustin provided input as well on renovations and budgetary issues.**
  - A. Carpet is ordered with 10k deposit. Tentative delivery/install date by the end of September, pending unforeseen delays.**
  - B. Flooring was also looked at for the conference room. There was one that Connie liked, but the sales-person said they are removing that from display due to complaints they'd received related to quality of the product. So, instead, Connie is looking at rubber mats to go over the carpet that will be in the kitchen.**
  - C. Verlin's Plumbing and Heating came in today and did all the work they needed to do.**
  - D. Colby will come in next to finish up electrical.**
  - E. Devon Evers will be next. Devon has the cabinets ready to set once the electrical is done. Devon is also going to carry hardware now and he has some on hand that Connie is going to look at. He also has countertops in and Connie liked the quartz/marble counter-top, which will be the same as the sink.**
  - F. Connie does have to get a new faucet and they will use that to template in the sink.**
  - G. Leather chairs arrived today. We have 60 days to accept delivery.**
  - H. Connie paid the balance on the Home Furniture account and they are still looking at an October delivery date for that.**
  - I. Connie is also looking at occasional chairs for the Carnegie Room. These are the wooden spindle chairs but the ones she likes are about 2k each so instead, Connie found a wood and wicker chair and has found some fabric for cushions called "Carnegie Celeste". The chairs are \$768.00 each, or \$900 and change if you get the cushions. They can also provide an additional professional finish, for extra fees. These would be a good option because cushions can be replaced but Connie is still look at options.**
  - J. Connie had also mentioned updating the lights with chandeliers that would have more lights than what we have now. The favored one, which was also the most-expensive, is \$2,500.00 each. These are designer lights, not something you can find at Wal-Mart or Lowes. So, Connie found another similar option that was \$1,200.00 each, and could be mixed up with smaller ones.**

- K. Connie showed another chandelier for the kitchen which was darker. The kitchen light was between 800 and 900. The Board seemed to like these the best.
  - L. Connie also planned to do table lamps in front of all the windows so that they will be on timers and come on at the same time. Connie was going to do a Tiffany style lamp, but considering the carpet change, they may not look as good anymore. Instead, Connie is looking at some pottery-style lamps that would match the period. These are \$995.00 each from a company in California, so you have to think of it as art and not just a lamp or the prices seem high.
  - M. Artwork Frames are still back-ordered so cannot be ordered yet. Connie may order the prints and then take them to Hobby Lobby for framing but considering the extra time and expense of that, she will wait and see if the frames will come in soon, first.
  - N. Baker Trust bequest paid for fridge in the kitchen and Baker money will also be used to pay for part of the countertops in the kitchen. Vendors are collaborating with Monica, Connie, and the city to break out their bills by projects.
  - O. Connie also provided an update of expenditures: \$45,290.14 spent so far out of the pre-approved \$100,000.00 (\$80,000.00 from The Friends and \$20,000.00 from the Library). There is approximately \$37,900 already committed to items which leaves \$16,700.00 left over, approximately.
- IV. Trustee Training-Library Journal Review-Barry Bergamo – Barry presented an article called Exploring the Universe of Graphic Novels and the article explained that the kids are into anime, science fiction, and horror stories. The article gives a book review of various books. This was from the Library Journal magazine.
- V. Correspondence- nothing new.
- VI. Approve Bills- members in attendance signed sheet.
- VII. Director's Report –
- a. Wrapped up Summer Reading Program right after the last meeting. Statistics have been tabulated and are in the Board Packet.
  - b. Monica went to 11 meetings this month and 2 she missed because times kept changing. During the month of August, the Library took the time to slow down and refresh after the busy Summer Reading Program. Monica thought staff did an amazing job this summer. They pulled off an amazing program and deserve a pat on the back. Monica offered her acreage and she is going to host a staff appreciation dinner!
  - c. Standard programming this month, and not much more.
  - d. Mary Morgan came in for a book binding class.
  - e. Next month the Library will host Kevin Wood on 9/22. He is an Abraham Lincoln impersonator and will do a program called "Abraham Lincoln, A New Birth of Freedom".
  - f. Color Me Calm, Table Top Role Playing, Story Time, and Crafternoon.
  - g. Monica, Katie, and Michelle are going to start library outreach in October to give the teachers a chance to get their own schedules in line before the library comes.
  - h. Rasumussen's had to come in another time to check another issue with the AC. There was a part in there that distributes freon and the part had to be replaced. Monica thought he replaced it, but instead, he had just ordered it. He is checking our warranty to see if it will be covered. For now, freon was filled.

- i. **We have had some trouble with the copier. We are 1.5 years out from the contract being negotiated with the printer. If it continues to have problems, Monica will ask Counsel to get out of the lease early and get a new copier.**
- j. **5/11 meetings Monica went to had to deal with the library and the other 6 have to do with city stuff such as employee handbook, department head meetings every Tuesday, and then every third Wednesday. There was also a HR meeting and now there is a Safety Committee meeting. Monica missed the Capital Improvement meeting because it was at 8 when all the others were at 10.**

**VIII. Unfinished Business:**

- A. **Updates on upgrades/beautification of grounds project – Monica advised that she has been discussing landscaping with Chad Stevens and he will give us a bid for maintaining the grounds. Monica was also told to check with Jason Bock and Aaron Gil.**
- B. **Policy Review:**
  - a. **iPad Policy – LP, BB – all votes in favor to make changes per Monica’s recommendations.**
  - b. **Ear Bud Policy - LP, BB – all votes in favor to make changes per Monica’s recommendations.**

**IX. New Business:**

**A. Capital Improvement Fund for Inter-Department Consideration:**

Monica advised that they were working on the boiler at the Aquatic Center and when they were doing this they discovered that the piping was rotten and it was rusted out. The new city manager has encouraged the departments to help one another if we can so Monica put this on the agenda to help. Our Capital Improvement balance is \$30,234.44 for this year. The suggestion is to give a portion of that to the pool to help them with the expense with the hope that down the road, the Aquatic Center will help us. The problem with the Aquatic Center is that there has been no preventative maintenance there for the last 30 years. Our capital improvement proposal included the parking lot and we also have to do tuckpointing. **JZ, JH – all votes to pay \$1,000.00 out of our capital improvement.**

**Monthly Reports**

- A. **Library Accounts – Monica and Christy are working together for a plan to make sure their books match each month and they think it is going well.**
- B. **Monthly Library Report - Circulation & Acquisitions/Collection – Members reviewed the excel sheets for statistics. Barry thanked Monica for ordering more large print books for country western books.**
- C. **Denison Library Friends Report- None (Last Friends Board meeting 5/9/22) – No report available due to no recent Friends’ meeting.**

**Committee Reports**

- 1. **Book & Policy** (Zupp, Bock, Hough) – Nothing new.
- 2. **Finance** (Bock, Phipps, Zupp) – Nothing new.
- 3. **Technology** (Phipps, Velasquez, Zupp) – Monica advised that we have new iPads so we removed 3 public access computers and put in charging stations instead with multiple ports.
- 4. **Facilities** (Peterson, Bock, Hough) – Monica advised that we need new carpet downstairs and in the children’s library.
- 5. **Public Relations** (Peterson, Velasquez, Hough)

**Next Board Meeting September 27<sup>th</sup>, 2022 – BB, JH,**

**Move to adjourn, 6:21. All votes in favor.**