

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
September 27th, 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, Hough, Bock, Director Walley

- I. **Additions to the Agenda/Agenda Approval** – JZ added Halloween & Dia de los Muertos night.
- II. **Approve Minutes of Previous Meeting-** Hough, JZ – all votes in favor to approve addition to agenda and minutes.
- III. **Guests: Mayor Soseman, Denison Library Friends-Connie Volkmann, Joanne Sachau City Council Liaison- None**
- IV. **Trustee Training-Library Journal Review-Barry Bergamo** – BB shared articles from the American Libraries magazine. One article was about libraries losing employees and the reasons were for burnout, frustration, and low morale. It advised that the ones that stay have to pick up the slack without any extra compensation. Barry noticed that some communities have turned against libraries due to CRT and LGBTQ and 1st Amendment issues, etc. The article noted that staff are hired for one job and end up doing other jobs. The very next article was “Library Jobs are on the Rise” which was ironic. Several of the articles talked about libraries working more toward integrating with the schools and community events. Joanne Sachau mentioned that some libraries are having problems with patrons checking out banned books and then destroying them to avoid going through the book challenge process.
- V. **Correspondence-**
Thank You e-mail from City Manager, Brad Hansen, for donating \$1,000.00 of the Library’s Capital improvement fund toward Parks and Rec’s boiler pipe replacements.
Thank You card to Tyler & McKenzie Waldemar - \$50.00 was donated by the Collins family and we will be getting an interactive kitchen for the children.
Thank You card to Dean Argotsinger - \$50.00 was received on behalf of his mother’s estate and will be spent at some later time.
- VI. **Approve Bills-** all members signed the bill approval sheet
- VII. **Director’s Report –**
 - A. Monica attended multiple city meetings. She has had 14 meetings this month. 4 of the meetings are library team meetings and 1 was for KDSN. 2 were city council meetings 1 was a library friends meeting. There was a city planning meeting also. There was also a Crawford County Library association meeting. There are also department head meetings 2x per month the day following city council meetings. These are sometimes changed with no notice given to department heads which has made daily work somewhat more challenging to complete. There was also a safety committee meeting on September 22.
 - B. Friends pay for Monica to attend the Kiwanis meetings, but these are at noon and it is hard for Monica to get there due to having to cover staff lunches at noon, while also playing catch-up from so many extra meetings.

- C. Monica held a staff appreciation on September 10 at her acreage. Most staff were able to come and it was a good time.
- D. Abraham Lincoln programming was excellent. Dave Houston is trying to get him to come to the American Heritage class. He came and stayed in character the entire time. Larry and Dave Houston tried to ask tough questions but Kevin Wood (Abe) was able to handle all of the questions. There were 35 people in attendance.
- E. There was a double feature movie on Pirate Day. The library will do a double feature again next month for October.
- F. There was also standard programming.
- G. Carnegie renovation – Monica has helped coordinate logistics and it is going to be difficult to accommodate meeting room reservations going forward due to not having specific dates for things to arrive, like carpet and furniture. We will need to cancel meetings at least for one week, and probably longer when the carpet arrives. Our programming calendar is set but the children’s library will be closed while items are stored in there. Management will not be here from the 10th through the 14th which makes it extra challenging to coordinate.
- H. Programming – calendar was reviewed and Board members advised to simply put items downstairs. Patrons will have to understand that we are renovating and this is sometimes a painful process for everyone.
- I. Kitchenette – Offline until after the first week in November.
- J. Furniture delivery - 16 chairs, large tables, coffee table, 2 end tables, Stickley chair, ottoman. Carpet will be laid asap when it gets here [excluding the dates of Oct. 10-14 when management staff will be unavailable due to training at the ILA conference.](#)
- K. Iowa Library Conference is in Coralville, Iowa on 10/11/22 – 10/14/22. Part time staff runs the library while management is there.

VIII. Unfinished Business

- A. Monogram Foods Loves Children Grant Award** – Monica published a thank you on the Library’s Facebook page. The Friends were awarded \$10,000.00 from the library. The funds will come in October. JoAnne and Monica will be at the photo op. The library is going to make the door to the children’s library a push button door. Monica had the Fire Chief come down to look at the door and public works also looked at it. If the entire frame needs done, it may take more than \$10,000.00. We also asked for four crescent-shaped tables, new shelving units. We will also get end caps to replace the carousel. The summer reading program banner will also be replaced.
- B. Landscaping** – Monica sought information from Greg Lally and Gil Hardscapes. Phil’s came and looked and provided an estimate in two parts – one would be for annual maintenance on the property and the other was to just demo the property and plant new ones. Estimate was \$4,200 and change just to get us back to bare bones. His annual maintenance was \$3,250.00. Tabled while we wait for more estimates and ideas.

IX. New Business:

- A. Carnegie Renovations:** Connie Volkmann updated the Board on the progress of the kitchenette. JoAnne and Connie were discussing a possible backsplash behind the counters to protect the walls and also add some decorative interest in the room. Connie is very impressed with Devon Evers’ work. Haberl’s did the countertops. The 4 leather chairs for the Carnegie Room are in at Nebraska Furniture Mart. They will be delivered on October 26. Connie also ordered the wicker chairs and these will take about 26 weeks. Home Furniture items will come in soon. The first piece of art came today and Connie is very pleased with it. Connie is going to call them tomorrow and check on the rest of the art. The carpet is in-transit and they will call us when it arrives so an install date can be scheduled. They advised it will take about one week to lay it. Devon will also come and touch up the woodwork beforehand. Connie advised we need to move all the furniture out for the carpet. Connie also needs to order lamps. In the original estimate, it was \$400.00 each but she has found them for about \$270.00 each. The chandeliers are up to \$900.00 each. Monica suggested keeping the chandeliers we have and putting them on a dimmer.

Jeri suggested that the chandeliers due suit the space quite well. Devon also advised he would do a conference room table. He is working on the other tables right now.

- B. The library is one of the main locations for WIBIO Tour of Homes, which is a Sunday afternoon, from 1-4 on 12/11/22. Pam advised that most places do not provide food or drink. Joanne mentioned that she has several old postcards of the library and thought she could print those off and put a history of the library on it. Friends would like to do a tree and a mantle, perhaps the top of the bookcases. Sandy and Monica volunteered to help The Friends with the decorating.
- C. Connie Volkman advised the Friends have the Christmas and Bake Sale on 11/18 from 9-4 and 11/19 from 9-1. They will set up on the 17th at 1:00 p.m. Donations can come in at any time, as well as baked goods.
- D. Joanne asked Gordon Wolf to come up and take a picture of the kitchenette and Joanne wrote a story to go along with it. Monica is going to make sure he has a photo already.
- E. The library has spent \$6,508.48 out of our \$20,000.00 commitment for the renovation project, with a few more invoices left to come in. Connie will ask Verlin's about removal of the plumbing from the closet that has a sink.
 - 1. **Carpet-Moving Crew** – Joanne talked to Crystal Holt and high school students will help with moving items.
 - 2. **Community Service-Government Students**
 - 3. **Dia de los Muertos & Halloween – JZ, LP – all in favor**
 - 4. **Piano giveaway** – Nothing decided except everyone agrees it needs to go.
 - 5. **City cell phones** – The city is asking for department heads to have a cell phone. The city is also talking about leasing electric cars!

Monthly Reports

- A. Library Accounts – members reviewed the reports provided via email.
- B. Monthly Library Report - Circulation & Acquisitions/Collection – members reviewed the reports provided to email.
- C. Denison Library Friends Report- The Friends' met on 9/12/22 and shared a copy of their accounts.

Committee Reports

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| 1. Book & Policy | (Zupp, Bock, Hough) – Nothing new |
| 2. Finance | (Bock, Phipps, Zupp) – Nothing new |
| 3. Technology | (Phipps, Velasquez, Zupp)- Sandy said a patron asked if we could do an intro to technology class. Sandy will coordinate with Monica on such an event. |
| 4. Facilities | (Peterson, Bock, Hough) – Nothing new. |
| 5. Public Relations | (Peterson, Velasquez, Hough) – Nothing new. |

Next Board Meeting

October 25th, 2022

/s/ Jennifer Zupp, Secretary