

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING  
February 27, 2024**

**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 – S. Velasquez, M. Phipps, J. Hough, B. Bruce,  
S. Kennedy, Director Walley**

**I. Additions to the Agenda/Agenda Approval**

Kennedy approves to add no additions to the agenda - Hough Seconds

A. All in favor

**II. Approve Minutes of Previous Meeting- 1-23-2024 Annual/Regular**

Bruce moves to approve, Hough Seconds

A. All in favor

**III. Public Forum (Limit 5 Minutes)**

Concern for AED devices not being up

**IV. Trustee Training-Sandy Velasquez**

**V. Correspondence- None**

**VI. Approve Bills- Signature Page**

**VII. Director's Report – Director Walley**

- Responded to the concern of AED not being put up - \$398 for the AED company to monitor if the device needs repairs/ working properly
  - Bruce brought up the question if the city has a Safety Officer
  - Machines would require monthly checks; it was requested to check in City have a Safety Officer check on those
- Provide a list of meetings attended
- Thursday will be the change from one server to another
- D & S sales provided quote for the cost of plaques -\$250 for everything
  - Bruce moves to approve the purchase of the plaques, Hough seconds
  - All in favor
- Researched area libraries for Library Digital Video Surveillance Policies
- Kiwanis will be hosting their weekly meetings at the library
- Shared upcoming program for March-See March Programming Guide
- The last Crafternoon had about 23 attendees - 7 to 8 teenagers
  - All events are being attended well - good community feedback
- Duffy Hudson returns on April 8 as Houdini
- Active shooter training is still being planned

## **VIII. Unfinished Business:**

### **A. Restoration Update**

- The glass from the doors were replaced on 1/27
- Cain chairs repaired with metal supports.
  - Hough mentioned returning chairs to replace them with more durable chairs
  - Chairs will be tossed if they get damaged
- Crossgrain Woodworking needs to provide a quote for the missing door and shelves to create a locked display

### **B. Care Instructions-Warranty information on Carnegie Restoration Project**

- Haven't received the materials

### **C. Server Project Update**

- Hoping to complete the project in a couple of weeks

### **D. Facilities Updates**

- Leak near the arch, not big but getting it looked

### **E. Patron Accounts**

- Welcome back program allowed members to come back to pay their fines, and ½ of the balance was paid. The library received \$73 back on fine money.
- 217 letters were sent out
- Review policies of other libraries about when to delete accounts

### **F. Building & Content Security**

- Bruce summarized the information that Monica researched:
  - Security cameras protect people, not the building
  - The Library Director is the only one to review. Do not place fake cameras; information can't be provided to the police unless a crime is committed
  - Unable to have no audio, zoom into what people are reading or doing
  - Bruce mentioned concerns about the requirements of monitoring the cameras and how to make sure people know that it's not being monitored at all times (Suggested that this be added to the policy)
  - A request was given to Monica to get quotes on security cameras
  - The next Friends meeting is March 11th, possibly requesting funding

## **VIII. New Business: None**

### **A. Monthly Reports**

Reminder to use open access \$4509.70 and state aid by the end of June

Can be used for electronic updates, Wi-Fi updating, water heaters, etc.

It was requested Monica to provide suggestions on what the money can be used

Think about the investments for the CDs maturing in June

## **B. Library Accounts**

January numbers were provided

The final page has all of the programming

Library Friends will be donating additional funds for an additional teen/adult event in addition Summer Reading Program

## **C. Monthly Library Report - Circulation & Acquisitions/Collection**

### **Committee Reports**

- a. **Book & Policy** (Kennedy, Bock, Hough)  
None
- b. **Finance** (Bock, Phipps, Kennedy)  
None
- c. **Technology** (Phipps, Bruce, Kennedy)  
The server was in the process
- d. **Facilities** (Peterson, Bock, Hough)  
Carpet cleaning will be moved to a later time  
No update on the fence
- e. **Public Relations** (Peterson, Bruce, Hough)
  - . Denison Free Press ran an article with the library numbers
    - o Doing a good job of posting - Receiving good feedback on events
    - o Suggested the advertisement be sent to daycares

**Next Board Meeting: March 26th, 2024 @ 5:15 pm Fireside Room**

Bruce motions to Adjourn meeting, Phipps Seconds- All in a Favor