

**NORELIUS COMMUNITY LIBRARY  
BOARD OF TRUSTEES REGULAR MEETING Minutes  
May 27<sup>th</sup>, 2025**

**Call Meeting to Order-** all present

Roll Call – S. Velasquez, S. Kennedy, L. Peterson, J. Hough, B. Bruce,  
K. Segebart, D. Koch, Director Walley

- I. **Additions to the Agenda** — Bill suggests a closed session for item IX A,  
Agenda Approval — all in favor
- II. **Approve Minutes of Previous Meeting** — all in favor
- III. **Public Forum** — Guest Jennifer Zupp-Smith representing the Denison City  
Council
- IV. **Trustee Training-Iowa Library Trustee Handbook, Ch. # 10**  
a brief discussion on Evaluating the Library Director
- V. **Correspondence-Thank You Notes:**
  - Sandy Wolf-Patron
  - Misty Gray-Southwest District Consultant
  - Denison KIWANIS
  - Denison Library Friends, Inc.
- VI. **Approve Bills** — All signed the Signature Page
- VII. **Director's Report** — Director Walley
  - A. Cleaning service has gone very well but —
    - o Monica asked Oveth Roqueno with A & D Multiservice cleaning service to extend the 30 day contract an additional 30 days pending further discussion by the library board.
    - o FY26 \$15,000 is anticipated by moving the custodian salary into the contract line which would save the city payroll taxes on one less employee.
    - o Proposal to ask the company what they can give in cleaning for the year for this limited budget \$15,000 annually?
    - o It is apparent that what we would like to see is not going to work with our limited budget.
  - B. Hot Water Heater-Has been hooked up and is operating at appropriate capacity. Electrician will return to finish up the work of adjusting lighting.
  - C. Formal Trustee Training with our District Consultant-Misty Gray on May 17<sup>th</sup> 10:00-12:00 went very well.
  - D. Roof Leak: No more leaks in the Carnegie portion of the building. New water stains noted in the ceiling tiles in the main library.
  - E. Programming Highlights:
    - o "How Elvis Found His Voice" 4-22 Phenomenal program and well attended

F. Programming Guide for Summer Library Program June 2<sup>nd</sup>-30<sup>th</sup>

G. Meetings Attended:

- Formal Trustee Training 5/17
- Finance Committee meeting 5/20
- Director's Meetings: 5/27
- Management Team Meetings: 5/19, 5/20, 5/21

**VIII. Unfinished Business:**

- A. Roof Repairs bids will be submitted
- B. Library Custodian/Cleaning Contract discussed in Director's Report
- C. Trustee/Library Evaluations discussed and concluded that more connection to state services is needed
- D. Hiring Committee Report: will meet Friday May 30 to review three additional applicants. A discussion as to whether the committee chooses the final candidate or the board interviews two or three finalists. Unresolved.

**IX. New Business:**

- A. Finance Committee-Merit Raises: Bill B. moved to enter a closed session and invited our Liaison to stay for the session. Jennifer Z. declined and excused herself with concern for the board to proceed with caution concerning the Open Meeting Law and Closed Sessions. Motion 2nd by Jeri H. Motion carried. All in favor.

Closed session entered at 6:23 pm. Closed Session adjourned at 7:12 pm and Library Board returned to Open Session.

Action after Closed Session: Bill B. moved that the Board accept the merit increase recommendations of the Finance Committee as amended and seconded by Larry P. Motion carried. All in favor.

- B. FY 2025 budget reviewed: \$301,836 budgeted, 76.89% expended and \$69,743.90 remaining.

FY2026 budget reviewed: following a city council cut of 1%, the fiscal 26 budget totals \$301,990

**Monthly Reports**

- 1. Library Accounts approved
- 2. Monthly Library Report - Circulation & Acquisitions/Collection approved

Committee Reports no new information

- a) Book & Policy (Kennedy, Segebart, Hough)
- b) Finance (Bruce, Kennedy, Koch)
- c) Technology (Bruce, Segebart, Koch)
- d) Facilities (Peterson, Hough, Segebart)

e) Public Relations (Peterson, Hough, Kennedy

Adjourned at 7:15 Moved by Donna K. and seconded by Larry P.

**Next Board Meeting: June 24<sup>th</sup>, 2025 @ 5:15 pm Fireside Room**