

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
February 21, 2023**

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 - 5:15 pm

Roll Call – Bergamo, Velasquez, Zupp, Hough, Phipps, Bock

- I. Additions to the Agenda/Agenda Approval – JH, JZ, approval of agenda, all votes in favor.
- II. Approve Minutes of Previous Meetings – Annual Meeting: JZ, JH, all votes in favor. Regular January Meeting: JZ, KB, all votes in favor.
- III. Guests: Denison Library Friends, Misty Gray - District Consultant, IA Library Services, JoAnn Sachau and Connie Volkmann from The Friends.
- IV. Trustee Training - Library Journal Review-Barry Bergamo – Barry shared an article from the Sioux City Journal, 1/21/23, regarding collection development. Some libraries have a policy whereby if a patron requests a book, the library asks for at least two positive reviews about the book before putting in in the collection.
- V. Correspondence – None – Barry shared a letter “To Whom it May Concern” requesting to allow organizations to use the library after closing time. West Central Iowa Collectors Club, the Garden Club and Genealogy Club have used the library after-hours until 9 or 10 pm sometimes, with no staff present. They have also served light refreshments in the past. They are happy with the improvements but would like to use it after-hours. The author of the letter claimed to have been advised that groups had to be out 1.5 hours before closing. The Board and Director felt this was a misunderstanding because Minutes from January say one-half hour, which is to allow for staff to clean up and assess the condition of the room, if needed. A phone number and email were provided and President Bergamo will reach out to the groups so that they are not under the mistaken impression that the Board does not want them there; instead the goal is to preserve the integrity of the new space and have a policy that works for everyone, fairly, while being mindful of liability concerns for after-hours use.
- VI. Public Forum – No members of the public were present.
- VII. Approve Bills – Jennifer questioned the kitchenette expense for Children’s library and received a satisfactory response. The Friends donated \$3,000.00 in January and a portion of these funds (\$269.45) were used to purchase the kitchen.
- VIII. Director’s Report –
 - A. Meeting with Department Heads x1/month and separate meeting with City Manager once per month.
 - B. Monica attended one city council meeting.
 - C. Monica does Management Team Meetings on Tuesday mornings.
 - D. Monica met with city manager and city clerk to try to reduce \$5,000.00 from non-salary items from the budget.

- E. 1/25/23 – supervisors had a safety meeting for insurance purposes
- F. 1/26/23 – online Iowa Library Conference attended by staff
- G. Omaha Foundation grant application was submitted for two AED units.
- H. 2/15/23 - Monica went to the Denison Senior Center
- I. 2/21/23 – Monica was asked by Veterans office regarding a presentation.
- J. 3 meetings have had 6-10 people using the new spaces
- K. Katie has started Toddler Playtime in the Children’s Library. It is going to be on Tuesdays and then ever Saturday that does not have Story Time.
- L. Color Me Calm and Crafternoon continue to be held.
- M. Game Night is still going and has been held upstairs. It had lower turnout but is still growing.
- N. My First Storytime, Bilingual StoryTime and pre-school outreach continue.
- O. 3/20/23 at 6:00 p.m. - Pippa White – will be here and Monica invited the Board to attend. This will be downstairs and refreshments will be served.
- P. There was one snow event last week. The library opened at 10 instead of 9 so that sidewalks could be cleared.

IX. Unfinished Business:

- A. Carnegie Restoration Update - Denison Library Friends – Connie Volkman advised that Dustin Evers is working on the conference table for the kitchenette as well chairs. The wicker study chairs should be coming in March. Connie has ordered some décor for the shelves, such as Clarence Chamberlain memorabilia; Teddy Roosevelt items, Abraham Lincoln bookends, and an old mantle clock which does work but is not in service now so that people do not have to listen to the chimes. Connie also stopped into BlueSpace regarding film for the doors. She was given samples of glass finishes and will follow up with Blue Space for pricing. Connie shared samples with the Board. Connie also got a clock for the kitchenette as well as a microwave.
Separately, Connie shared a magazine that the Carroll Library carries to hand out to patrons which is an advertisement for books that are coming out. The magazine is called “Book Page”. Monica will look into pricing. Connie also advised that The Friends have their White Elephant Sale coming up on April 1, 2023!
- B. Policy Review: Carnegie Meeting Room Reservation/Use Policies – the policy was discussed in great detail with the Board reaching consensus on changes with the understanding that the Board may open up the space to after-hours use, but more details need to be obtained and questions asked before allowing groups to be in the library after-hours when staff is not in attendance. The revisions will be shared via email by Jennifer after the meeting, along with proposed minutes, and will be voted upon at the next Board meeting.

X. New Business:

- A. Policy Review: Materials Selection & Collection Development Policy – tabled until March due to how long it took to go through the Carnegie Meeting Rooms Reservation policy.

Monthly Reports – no new discussion; all members had an opportunity to review the reports in the Board packet.

- A. Library Accounts
- B. Monthly Library Report - Circulation & Acquisitions/Collection
- C. Denison Library Friends Report-

Committee Reports – The Facilities committee needs to meet to do a walk-through inspection of the library.

- 1. Book & Policy (Zupp, Bock, Hough)
- 2. Finance (Bock, Phipps, Zupp)

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| 3. Technology | (Phipps, Velasquez, Zupp) |
| 4. Facilities | (Peterson, Bock, Hough) |
| 5. Public Relations | (Peterson, Velasquez, Hough) - |

Next Board Meeting: Adjourn – 6:53 p.m. March 28th, 2023