

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING MINUTES
March 24th, 2025**

**Meeting Called to Order by President S. Velasquez, Members present:
S. Kennedy, L. Peterson, J. Hough, B. Bruce, D. Koch, Director Walley**

I. Additions to the Agenda/Agenda Approval Minutes of Previous Meeting

Amend February Minutes to read: Motion to enter “Closed Session” motion to approve by Bill B., seconded by Sandy K.

II. Public Forum City Council representative Jennifer Zupp-Smith present

III. Trustee Training-Iowa Library Trustee Handbook, Ch. # 8

- Evaluating Services Board members will email the board evaluations to Monica (Due annually in April)
- Advocacy: Larry P. emailed Rep Holt about the important of intellectual freedom. Steve replied that he agrees with us.

VI. Correspondence-Thank You Notes:

- Aaron Hoffman
- Sheryl Larson

VII. Approve Bills Approved by member signatures

VIII. Director’s Report – Director Walley

A) Weather Events- Snow/Blizzard conditions

- Closed @ 7:00 pm Tuesday March 4th, 2025
 - Closed all day Wednesday March 5th, 2025
 - Closed @ 7:00 pm Thursday March 6th, 2025
 - Closed all day Wednesday March 19th, 2025
- Procedures per Library Weather Policy completed:
- Board President make decision with Director’s recommendations
 - Director notified staff for early closure/full day closure
 - Director notified KDSN Radio and ensures announcement is posted to social media account
 - Director notified Emergency Response Coordinator
 - Director notified City Manager

B) Cleaning- A & D Multiservice

- Negotiated initial deep cleaning of the library at no cost
- 30 day contract April 1st-April 30th, 2025 \$22.00 per hr. 4 days per week for an average of 22 hrs. per week as needed. The board will assess the quality of the work and decide whether to write a new contract for a year’s service.

C) Hot Water Heater-Meseck Electric-Colby Meseck,
Electrician is scheduled to come in on Tuesday, March 25th for further assessment.

D) **Formal Trustee Training** with our District Consultant-Misty Gray will be held on Saturday, May 17 from 10:00 AM to Noon in the Conference Room

E) **JP Flooring**-Cleaned Carnegie Rooms carpet on February 25. The leak became active again following the cleaning.

F) **Roof Leak**: continues to leak. Monica rented a Rug Doctor for a second time from Do-It Best on March 10. The City Manager was aware.

G) **Meetings Attended:**

Denison Library Friends Board meeting-March 10th, 2025
Management Team Meetings-March 4th, 11th, 22nd, 25th
Director Meetings-March 3rd, 10th, 24th
Facilitation Training-March 12th-14th, 2025

IX. Unfinished Business:

- A. **Roof Leak**- City Manager aware and authorized Monica to obtain 2 bids. Taking the highest bid won't be a problem. Unexpended Bond funds from the foundation repair and HVAC system will be used for to fund these repairs or new roof if so indicated. Special meeting of the Trustees will be scheduled one quotes are received
- B. **Library Custodian/Cleaning Services** (see above Director's Report)
- C. **Drinking Fountain** — ordered and will be installed before summer.
- D. **Hot Water Heater**-Mechanics Room (see above Director's Report)

X. New Business:

- A. **Board Meeting Date** conflicts with the Elvis Program on April 22. The Board will meet instead on Monday April 21 at 5:15. Motion made by Jerri H second by Larry. Motion carried
- B. **Library Director Search Committee** members are Sandy Velasquez, Larry Peterson, and Sandy Kennedy. They will meet later in the week.
 - 1. Monthly Reports
 - 2. Library Accounts
 - 3. Monthly Library Report - Circulation & Acquisitions/Collection Larry suggests adding a new book *Abundance* by Ezra Klein and Derek Thompson.

Committee Reports nothing new

- a) Book & Policy (Kennedy, Segebart, Hough)

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| b) Finance | (Bruce, Kennedy,Koch) |
| c) Technology | (Bruce, Segebart,Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough, Kennedy) |

Motion to Adjourn by Jeri H, Seconded by Bill B

Next Board Meeting: **Monday April 21, 2025 @ 5:15 pm Fireside Room**