

**NORELIUS COMMUNITY LIBRARY**  
**BOARD OF TRUSTEES REGULAR MEETING MINUTES**  
**April 21, 2025**

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

- I. Agenda Approval** moved by Sandy K., second by Jeri H.
- II. Minutes of previous meeting** approved moved by Bill B, second by Sandy K.
- III. Public Forum** No guests attended
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 9**
  - Board Relationships with Director, Staff, and City
  - Board Members reminded to return their Board evaluations by April 23. Two received.
  - Board members must complete Director's evaluation by April 23.
  - Formal Trustee Training with our District Consultant — Misty Gray — on May 17 10:00 AM to 12:00 PM.
  - Correspondence-Thank You Notes:
    - Carmen & Ben Swertzic
    - Debbie Volt
    - Home & Hobby Shop

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

**A) Cleaning**

- Cleaning by A & D Multiservice has gone well
- Director recommends that the Board consider hiring this company with a one-year contract beginning May 1, 2025. Some question as to whether the information submitted by WESCO constitutes a bid. Director will contact City Manager for clarification if we need to open this for bids before awarding the contract.
- Specific Agreement with A & D Multiverse
  - Clean 4 days per week, 3hrs. per day at \$22.00 per hour
  - 12 hrs. X \$22.00 = \$264.00
  - \$264.00 X 52 weeks = \$13,728.00
  - Library staff will pick up cleaning responsibilities the other two days per week as needed.

**B) Hot Water Heater**-Meseck Electric-Colby Meseck,

- Colby Meseck walked through on 325 to discuss what is needed to hook up the water heater.
- Other electrical issues discussed that required attention
- He has agreed to assist us with replacing old/burnt out lamps and the janitor's closet fan, estimating price for adding dimmer switches to Carnegie Meeting Rooms.

**C) Roof Leak** One more leak episode but no leaks during the monitoring period.

There is money in capital improvement to replace them.

Monica reached two roofing companies.

- Zuniga Construction which is waiting on insurance certificate for commercial buildings
- Premier Roofing -Nate Paulsen estimated the shingles to be 25 years old. He is writing two bids — one for complete roof replacement vs. repairs to the leaking area only.

**D) Back Door** would not close following the Friends White Elephant sale on 4/11/12. Public Works came on Monday to make adjustments.

The door now latches.

**E) Drinking Fountain** installed on April 17 in time for summer programs.

Denison Library Friends Board meeting-March 10<sup>th</sup>, 2025

Management Team Meetings-March 4<sup>th</sup>, 11<sup>th</sup>, 22<sup>nd</sup>, 25<sup>th</sup>

Director Meetings-March 3<sup>rd</sup>, 10<sup>th</sup>, 24<sup>th</sup>

Facilitation Training-March 12<sup>th</sup>-14<sup>th</sup>, 2025

**F) Cathy Fredericton**, the Crafternoon Volunteer — was honored with a painting of her house by Monica.

**VI. Unfinished Business:**

**A)** Roof, Cleaning, Fountain, water heater covered in Director's Report

**B) Hiring Committee Report** Six applicants, interview questions prepared for phone interviews. Committee meets April 24, 2:00 PM

**VII. No New Business:**

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**

- a) Book & Policy (Kennedy, Segebart, Hough)
- b. Finance (Bruce, Kennedy, Koch) Meets May 19-22 to recommend staff merit pay raises
- c) Technology (Bruce, Segebart, Koch)
- d) Facilities (Peterson, Hough, Segebart)
- e) Public Relations (Peterson, Hough, Kennedy)

**Motion to Adjourn** by Jeri H, Second by Sandy K.

**Next Board Meeting:**

**Monday May 27, 2025 @ 5:15 pm Fireside Room**