

NORELIUS COMMUNITY LIBRARY MINUTES  
Tuesday, November 25, 2025

**AGENDA**

**Call Meeting to Order- 5:14**

**Roll Call** – S. Velasquez, L. Peterson, B. Bruce, K. Segebart, D. Koch, L. Olsen  
Director K. Meyer

Jennifer Zupp, and David Lutz were in attendance.

**I. Agenda Approval with no additions** - *The motion was made by L. Petersen and seconded by L Olsen to accept the agenda as is. The motion passed with all voting aye.*

**II. Approve Minutes of Previous Meeting** *The minutes were approved with a motion by D. Koch and seconded by K. Segebart and passed unanimously.*

**III. Public Forum-** None

**IV. Trustee Training-Iowa Library Trustee Handbook, Ch. #16**

- *Library Buildings* - A discussion was held about the public using the library for profit. A group cannot sell things, but some people do use the library to provide services.

**V. Correspondence and Thank You Notes:**

- Jen from Petersen Manufacturing for lending the library her fog machine for the Mystic Masquerade event
- Wayne & Kay Rydberg (donation)
- Barbara Lueck (donation)

**VI. Approve Bills-** Signature Page- All trustees signed

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

- Kari M. reported that the school contacted her about collaborating with them for an after-school program. It was decided that Director Kari can sign into agreements for any collaboration opportunities for the library.
- A Thank You note was signed by everyone for Alma and Patty for teaching the Citizenship Class.
- Kari M. met with two men from FEH Design in Des Moines about space utilization and possible remodel.
- Friends of the Library are possibly purchasing a new projector.

**VIII. Unfinished Business:**

A. Strategic plan (first draft,) The board reviewed and discussed the draft of the strategic plan. It looked very good. There was one addition; Libby access will be added under Goal 2. *The motion was made to accept the plan by L. Petersen and seconded by L. Olson and it passed unanimously.*

B. Policy Manual updates (discussion and possible action) *D.Koch made a motion and L. Olson seconded the motion to approve the policies that were presented with the following changes. The motion passed unanimously.*

- The board reviewed the Food & Beverage Policy. It was decided to put a note about the policy for the upper level here too. The Weather Policy was discussed and discussion was held on why it was not the best practice to have the library follow the school closures. The board was in approval of the Seed Library policy.

#### **IX. New Business:**

A. Change of date for the December board meeting to Monday, December 22, 2025 at 4:15 P.M.

B. Budget worksheets- due by December 1, 2025

C. Letter from FEH Design- A Proposal and Agreement for Services - Space Utilization Study was discussed by the board. This company submitted a proposal for design services and has worked with many libraries on remodeling projects. This is something that is a goal for the future.

#### **X. Monthly Reports**

1. Library Accounts (attachment 11, 12, 13, 14, 15)

2. Monthly Library Report - Circulation & Acquisitions/Collection (copy on table)

#### **Committee Reports-**

a) Book & Policy (Segebart, OPEN, Olsen)

b) Finance (Bruce, Koch, Velasquez)

c) Technology (Velasquez, Segebart, Koch)

d) Facilities (Peterson, OPEN, Segebart)

e) Public Relations (Peterson, OPEN, Olsen)

**Adjourn** - *The motion to adjourn was made by K. Segebart and seconded by S. Velasquez. Motion carried unanimously.*

Next Board Meeting: Monday, December 22, 2025 @ 4:15 pm Fireside Room