

**NORELIUS COMMUNITY LIBRARY
BOARD OF TRUSTEES REGULAR MEETING
July 22, 2025**

AGENDA

Call Meeting to Order-

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

- I. Additions to the Agenda/Agenda Approval**
- II. Approve Minutes of Previous Meeting**
- III. Public Forum (Limit 5 Minutes)**
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 12**
 - Problem Solving and Decision Making (see attachment)
- V. Correspondence-Thank You Notes:**
 - Denison Kiwanis, Haleigh Galloway, Carmen & Ben Swertzic, Pam Soseman, Jennifer Zupp-Smith (see attachment)
- VI. Approve Bills- Signature Page**
- VII. Director's Report – Director Meyer**
- VIII. Unfinished Business:**
 - A. Roof Repairs
 - B. Cleaning
- IX. New Business:**
 - A. New LIBRARY TIER requirements; discussion and potential action (see attachment)
 - B. New Open Records and Open Meetings Training Requirement; discussion (see attachment)
 - C. Officer appointment
 - 1 Vice President
 - 2 Secretary
 - D. Committee membership; discussion
- X. Monthly Reports**
 1. Library Accounts
 2. Monthly Library Report - Circulation & Acquisitions/Collection

Committee Reports

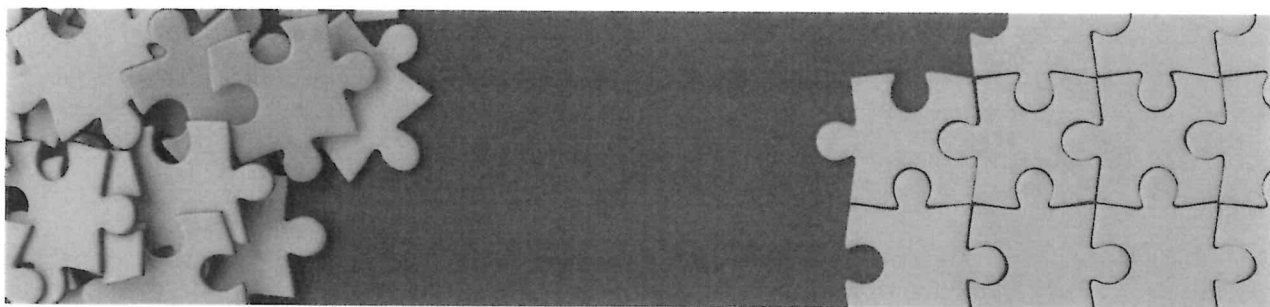
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|---------------------|-----------------------------|
| a) Book & Policy | (Segebart, Hough) |
| b) Finance | (Bruce, Koch) |
| c) Technology | (Bruce, Segebart, Koch) |
| d) Facilities | (Peterson, Hough, Segebart) |
| e) Public Relations | (Peterson, Hough) |

Adjourn

Next Board Meeting:

August 26, 2025 @ 5:15 pm Fireside Room

Respectfully submitted: 7/18/25 kkm



Chapter 12: Problem Solving and Decision Making

During a board meeting, best practices in problem solving and decision making can follow this process:

- I. **Define the issue clearly:** The best way to define the issue is to make a motion. If you are not clear about the intent or meaning of the motion, ask for the motion to be clarified. It may be necessary to ask that the wording of the motion be amended for clarification. The chairperson should make it clear to all what a positive or a negative vote means.
- II. **Study the information:** Authoritative information helps the board understand issues and make good decisions. The director and committee reports are standard sources for information about the issues that come before the board. Remember that board members are not appointed for their expertise and experience in running a library, but rather for their ability to ask the right questions, draw upon their experience and leadership skills, and make informed decisions for the good of the library and community. Call on outside experts when necessary.
- III. **Consider the alternatives:** Approach every issue with an open mind. Play the "devil's advocate," asking the tough questions and encouraging other board members to voice their opinions. Even recommendations from the director or a committee must not be accepted without a hard look at the possible alternatives.
- IV. **Seek assistance:** Seek help from outside the board, including attorneys and other specialists who can guide you in making decisions. Remember that no matter who recommends what or who advises you how to vote, the board has the ultimate responsibility for the decisions that are made.
- V. **Assess the issue in light of your mission and long-range goals:** Every decision the board makes should be consistent with its long range plan and be for the greatest good of those who use the library.
- VI. **Project the consequences:** This is where the board member's vision comes in. A

board decision cannot be made in isolation. You must consider how this decision will affect people, programs, and plans. How will the community be affected by your decision? Are there possible legal consequences with this decision? Will a decision to spend money in one area mean that less money will be available in other areas?

- VII. Reach a decision:** Set aside personal bias and emotions and cast your vote for what you think is the best interest of the library. Many of the decisions your board team makes will be done by consensus. Consensus simply means that all board members can live with and support the decision, even though it may not be each trustee's first choice. To reach consensus, an issue is discussed until agreement is reached among all members. This method is more time-consuming, but it has advantages over the majority vote. Building consensus helps avoid creating a win/lose atmosphere and forces a board to discuss an issue more thoroughly. Compromise is at the heart of arriving at consensus. Once a decision is made by the board as whole, you should support it regardless of how you voted.

"The best way to predict your future is to create it."

Abraham Lincoln

Norelius Community Library
1403 1st Ave. South
712-263-9355
denlib51442@gmail.com
www.denison.lib.io.us

NORELIUS
Community



Library

Thank You

Haleigh,

I want to take a moment and personally "Thank You" for your help with the Pokemon Bogo event held at our library on Wednesday, June 25th, 2025 as part of our Summer Library Program. And a special Thank you for your contribution of more than 1000 Pokemon Cards from your personal collection for this event.

"Thank you!"

Best Regards,

Mona L. Walley
Library Director

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NORELIUS
Community  Library

Thank You

Dear Denison Kiwanis,

Thank you so much for your donation towards our library Summer programs. We have had 165 teens in just the month of June attend events. Thanks to donations like yours, we are able to offer events that teens and tweens like to attend.

Thank you!
Best Regards,
Kari Meyer

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17-10-25

Thank You

Dear Carmen + Ben Swertzic,
Thank you so much for your
generous \$75 donation to support our
library programming. Your gift helps
us offer events + activities that
bring learning + community to life!
We truly appreciate your support!

Warmly,
Kari Meyer
Library Director
Norelius Community Library

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
NORELIUS
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Thank You

Dear Jennifer Zupp-Smith,

Just a quick note to thank you for giving me such a warm welcome when I started as library director. I appreciate knowing that I can come to you for answers. Also, thank you for coming to our rescue and helping me pull weeds at the library. "Many hands make light work!" Thanks, Kari Meyer
Director

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NORELIUS
Community  Library

Thank You

Dear Mayor Soseman,

Just a quick note to say
thank you for all of your help
with the over-run weeds at
the library. We appreciate the new
plants and mulch! I am thankful
that you came to help me pull
weeds! "Many hands make light
work!" It looks so nice!
Thanks again, Kari Meyer
Library Director

LIBRARY DIRECTOR'S REPORT

July 22, 2025

Items of Note:

Thank you all for the warm welcome and your patience as I continue transitioning into this role and learning the systems.

- A. Spoke with Joanne, Connie, and Diane from the Library Friends Board. We plan to meet at Ampride on July 28, 2025, to get better acquainted and discuss their role.
- B. Had Climate Solutions come out to reprogram the thermostats. When they were here before they programmed 3 of the 5 thermostats. It seems like the reprogramming has solved the problem with the A/C freezing up.
- C. Staff found a couple of live insects. I had Plunkets return to spray the work areas again.
- D. Pulled weeds in front of the library with Pam Soseman and Jennifer Zupp-Smith on July 14. Pam also brought additional plants and mulch—it looks fantastic!
- E. I spoke with staff at Wesco (The Wave), and their clients will help with weeding on Tuesdays following their library visits, as needed.
- F. Met with several former board members and patrons who stopped by to welcome me.
- G. Meet and Greet with the public is scheduled for Friday, August 1, 2025 from 2:30-4:30pm. Staff talked about changing the date, but there was not another date that worked (sorry, Bill).
- H. Thank you to Olivia for all of her patience in training me and Katie for crunching numbers!

Meetings Attended or Scheduled:

- Staff meeting: July 11, 2025
- Director's Meetings: July 7, 14, and 21, 2025
- City Council meeting: July 15, 2025
- Meetings with Bill Bruce: July 14 and 17, 2025
- Safety Committee Fire Station walk-through: July 17, 2025
- "Learning the Budget" session at City Hall: July 18, 2025
- Library Board meeting: July 22, 2025
- Interview on KDSN morning show: July 23, 2025
- Meeting with Misty Gray (District Consultant): July 23, 2025
- Meeting with the Friends of the Library: July 28, 2025

Programming Highlights:

- Ongoing standard programming throughout August
- **Author Book Discussion** – Stephen Allen, *"The Big Indian"* – July 31, 2025, at 5:30 p.m.
- **Special Program** – *"A Tribute to Buddy Holly"* – August 26, 2025, at 5:30 p.m.
(Sponsored by the Denison Library Friends)

VIII. UNFINISHED BUSINESS

1. Cleaning- A & D Multiservice

- A. Oveth Roqueno with A & D Multiservice has been providing cleaning services. While the quality of cleaning has been acceptable, the cost is exceeding our current budget. I am researching other options.
- B. We received the June cleaning bill, which totaled **\$1,144** (see attachment)

2. Roof Leak:

- A. No new leaks have been reported in the Carnegie section of the building.
- B. I spoke to Jessica and it is on her list of things to get bids for a new roof.

nolasco170889@gmail.com

MULTISERVICE LLC 1615 3rd Ave S. Denison, IA 51442
631-741-5292

Customer Name: Norelious Community Library

Address: 1403 1st Ave S. Denison, IA 51442

Telephone: 712-263-9355

06/07/2025

INV #: 1000202503

Description		Hours		Units		Total Amount
June cleaning service		52.00		\$22.00		\$1,144.00
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
		0.00				0
				Sub Total:		\$1,144.00
				Sales Tax 7%		
				Grand Total		\$1,144.00

We appreciate your business!

NORELIUS COMMUNITY LIBRARY

Date _____ / _____ Date _____

Description _____

ACGT#

ix. NEW BUSINESS:

1. **New LIBRARY TIER** requirements; discussion, potential action (attachment)
 - A. Non-traditional physical collections for check-out
 - B. Self-service kiosks and/or automatic materials return system
 - C. Using debit or credit cards for fines, fees or donations
2. **New Open Records and Open Meetings Training Requirement**; discussion (attachment)
3. **Officer appointments**
 1. President-elect
 2. Secretary
4. **Committee membership**

Respectfully submitted 7/17/25

Changes to the Iowa Public Library Standards

(Initial synopsis-full list of standards upon request)

Listed here are only the tier numbers that have changed. If our library may need to adopt new policies or attain new items, I have highlighted them in red. I have indicated new standards with an asterisk.

Library Governance

7. Tier 1 (enhanced standard)- The library board adopts for required written policies- circulation, collection development, personnel, and internet use. Need to be reviewed at least every 3 years.

8. Tier 1 (changed tier)- All members of the library board participate in a variety of board development training each year. Recommended average is 3-5 hours per year per trustee.

*11. The library trustees attend county-wide trustee meetings, which should occur at least once per year.

Library Management

17. Tier 2 (changed tier)- The library has a current written plan that projects out at least 5 years into the future and outlines goals and objectives to meet community needs.

*19. The library director attends county-wide director's meetings, which occur at least once a year.

Library Personnel

20. Tier 1 (enhanced standard)- The library has a permanent, paid director who is endorsed at the required level within 2 years of hire date.

21. Tier 1 (changed tier)- The library has written job descriptions that include education and experience requirements.

22. Tier 1 (changed tier)- Library director is evaluated by the board at least once a year.

23. Tier 1 (changed tier)- The library allows the director to participate in continuing education opportunities during their work time.

*28. The library allows staff at all levels to participate in continuing education opportunities during their work time.

Library Collections

30. Tier 1 (changed tier)- The library provides access to current local, county, and/or regional news sources. Sources can be on-line or print.

*34. The library provides non-traditional physical collections for check out. These items are for use outside of the library- not in-house. Examples: cake pans, art prints, tablets, wireless hotspots.

Library Access- Virtual Spaces

35. Tier 1 (changed tier)- The library offers public access internet-enabled devices and staff trained in their use. These devices are located in a public area and designed exclusively for public use.

36. Tier 1 (enhanced standard) The library counts the total number of public uses of the internet-enabled devices in the library.

*37. Tier 1-The library provides a printer for public use.

38. Tier 2- (changed tier)- The library provides wireless internet access for its customers.

39. Tier 3 (enhanced standard)- The library maintains a current website. The website must include at a minimum, access to the library's online catalog, info about the library, and links to resources. Social media pages DO NOT meet this standard.

*43. The library has access to broadband internet access (at least 25 mbps) download speed.

*44. The library provides access to and promotes online database products. These are used to do research on a wide variety of topics (genealogy, finances, homework etc.)

*45. The library provides access to and promotes downloadable materials collection (e-books or downloadable audio or video). Bridges meets this standard.

*46. The library provides access to digitized local collections. The library can either digitize the collection or contract with another entity that has digitized the collection.

Library Access- Physical Spaces

47. Tier 1 (enhanced standard)- The library has a telephone with voice mail capability that announces current hours, holidays and other non-scheduled closings.

49. Tier 1 (enhanced standard)- Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours. *To satisfy this standard the library must be open a minimum of 10 hours per week and at least one hour during the following times: morning, the afternoon, one evening until at least 6:00pm and Saturday or Sunday.*

51. Tier 1 (enhanced standards)- The library has a current and maintained catalog of its holdings that is easy to use and independently accessible to the public.

*52. Tier 2- The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible to the public.

*56. Tier 3- The library's ONLINE catalog is remotely available to users. ONLINE catalog must be searchable by author, title, subject or call number.

57. Tier 3 (changed tier)- All of the library's services are available when the library is open.

60. (enhanced standard)- The library provides inside directional signs. Outside signs identify the building as a public library including the library's service hours.

*63. The library allocates space and furniture for young adults with all materials readily available.

*64. The library has a makerspace for creativity and DIY spaces where patrons can gather to create, invent and learn.

*65. The library provides self-service or other kinds of automated equipment used to increase efficiency. Examples include: self-checks, video check out kiosks, automated materials return system.

*66. The library allows patrons to make payments (for fines, fees, donations etc.) using debit or credit cards.

Library Programming and Community Relations

70. Tier 2 (changed tier)- The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations.

Library Facility

80. Tier 1 (changed tier)- The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every 3 years.

HF 706 - New Open Records and Open Meetings Training Requirement for Members of Governmental Bodies

June 24, 2025

Beginning on July 1, 2025, newly elected or appointed public officials, who are members of governmental bodies, will be required to complete a training course regarding the Open Meetings and Open Records law within 90 days of taking office. A governmental body includes city councils, boards of supervisors, school boards, municipal utility boards, planning and zoning commissions, library boards, boards of adjustment, civil service commissions, and any other body subject to the open meetings law. The training course must be not less than one hour and not more than two hours long. This training is required to be made available by the Iowa Public Information Board, and at least one course shall be free of charge. The governmental body is required to maintain, and to make available for public inspection, a record of completion of the training course by each of its members. If a member fails to complete the training, the member may be assessed damages as described below.

House File 706 also makes changes to the Open Meetings Law, Iowa Code chapter 21. The statute increases the damages that can be assessed against those who violate the Open Meetings Law to not less than five hundred dollars (\$500) and not more than two thousand five hundred dollars (\$2,500). However, if someone knowingly participates in a violation, damages shall be between five thousand (\$5,000) and twelve thousand dollars (\$12,000).

By attorney [Kristine Stone](#)

Phone:

515-246-0314

Email:

kstone@ahlerslaw.com

VOICE/LINE	1099 BK	DUE DATE	INV DT	TY	ST	REFERENCE	CHECK NO	GROSS	DISC AMT DISC TAKEN	NET AMT AMT PAID	OPEN AMT MANUAL
<hr/>											
5330 A & D MULTISERVICE, LLC											
00202503	1	1	7/22/2025	7/22/2025	I O	JUNE CLEANING	001-410-6499	1144.00		1144.00	1144.00
									OTHER CONTRACTUAL SERV		

VENDOR TOTAL								1144.00		1144.00	1144.00
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4767 AMAZON CAPITAL SERVICES											
P1-FCDX-1FYW	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	10.98-		10.98-	10.98-
3C-XMHY-XWWP	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	9.99-		9.99-	9.99-
Y4-TL7L-CGJX	1	1	7/22/2025	7/22/2025	I O	JUV PROGRAMMING	001-410-6518	59.98		59.98	59.98
YTD-4PYW-CKFJ	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	19.30-		19.30-	19.30-
H1M-LPX7-3FPG	1	1	7/22/2025	7/22/2025	I O	DVDS	001-410-6502	39.94		39.94	39.94
ICN-P49N-9QQG	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	169.51		169.51	169.51
JKH-QYVP-TQG9	1	1	7/22/2025	7/22/2025	I O	CREDIT MEMO -ROBOT VACUUM & MOP	004-410-6799	329.99-		329.99-	329.99-
MYV-Y1VY-YP3D	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	12.00-		12.00-	12.00-
N7J-F3TH-PVLK	1	1	7/22/2025	7/22/2025	I O	OFFICE SUPPLIES	001-110-6507	96.08		96.08	96.08
NGQ-WNYK-FFCL	1	1	7/22/2025	7/22/2025	I O	OFFICE SUPPLIES	001-410-6506	36.83		36.83	36.83
P6V-J74H-GHTT	1	1	7/22/2025	7/22/2025	I O	PROGRAMMING	008-411-6499	75.98		75.98	75.98
PFH-NVQ4-XDDV	1	1	7/22/2025	7/22/2025	I O	DEHUMIDIFIER	004-410-6799	3027.37		3027.37	3027.37
PL6-LQJT-QWRP	1	1	7/22/2025	7/22/2025	I O	OFFICE SUPPLIES	001-410-6506	58.31		58.31	58.31
PQ7-DCFN-PYM3	1	1	7/22/2025	7/22/2025	I O	BOOKS	001-410-6512	221.37		221.37	221.37
QHM-YG7F-7LJ4	1	1	7/22/2025	7/22/2025	I O	OFFICE SUPPLIES	001-410-6506	1701.97		1701.97	1701.97
YLR-RTF1-T9PY	1	1	7/22/2025	7/22/2025	I O	ADULT PROGRAMMING	001-410-6424	96.04		96.04	96.04
									ADULT PROGRAMMING		
VENDOR TOTAL								5201.12		5201.12	5201.12

763 DEMCO											
7664504	1	1	7/22/2025	7/22/2025	I O	OFFICE SUPPLIES	001-410-6506	87.31		87.31	87.31
									OFFICE SUPPLIES & EXPENSE		

INVOICE/LINE	1099 BK	DUE DATE	INV DT	TY	ST	REFERENCE	CHECK NO	GROSS	DISC AMT	NET AMT	OPEN AMT
									DISC TAKEN	AMT PAID	MANUAL
								=====	=====	=====	=====
VENDOR TOTAL								87.31		87.31	87.31
								=====	=====	=====	=====
** REPORT TOTAL **								6432.43		6432.43	6432.43

01.21

GENERAL LEDGER HISTORY REPORT

FROM 6/01/2025 TO 7/18/2025

OUNT NUMBER	JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
ATE ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
-410-6424	ADULT PROGRAMMING			PERIOD 12/25	2,534.02		
03/25	4767 AMAZON CAPITAL 19F6-YYQD-FFQW						
			83732	CM -ADULT PROG		6.99	
					.00	6.99	
REPORT TOTALS					=====		
				TOTAL DEBITS / CREDITS	.00	6.99	

01.21

GENERAL LEDGER HISTORY REPORT

FROM 6/01/2025 TO 7/18/2025

OUNT NUMBER	JOB/PO ACCOUNT TITLE				DEBITS	CREDITS	NET CHANGE
ATE ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE			ENDING BAL
-410-6502	AUDIO-VISUAL			PERIOD 12/25	2,482.65		
17/25	4767 AMAZON CAPITAL 1CHK-GH46-73MG			83796 DVD'S	35.22		
17/25	4767 AMAZON CAPITAL 1X3D-L6TX-6DYQ			83796 YELLOWSTONE-SEASON 5--PART 2	19.95		
20/25	1605 FIRST BANKCARD LD 062025			4838 WALMART-DVDS	46.94		
24/25	446 BAKER & TAYLOR 2039084271			83864 BOOKS AND AUDIO BOOKS	25.29		
24/25	4767 AMAZON CAPITAL 196T-YDHY-LP9K			83863 DVDS	159.65		
30/25	763 DEMCO	7661875		83891 ADMIN SUPPLIES	1,085.79		
					1,372.84	.00	
REPORT TOTALS					1,372.84	.00	
TOTAL DEBITS / CREDITS					1,372.84	.00	

GENERAL LEDGER HISTORY REPORT

FROM 6/01/2025 TO 7/18/2025

OUNT NUMBER	JOB/PO ACCOUNT TITLE					NET CHANGE
ATE ACCT NO	NAME	INVOICE NO	CHECK NO	REFERENCE	DEBITS	CREDITS
						ENDING BAL
-410-6512	BOOKS			PERIOD 12/25	22,470.97	
05/25	4767 AMAZON CAPITAL 16JR-QJ6C-MYHT		83777	BOOKS	15.00	
05/25	4767 AMAZON CAPITAL 1C39-7YWR-CLGV		83777	BOOKS	64.78	
05/25	4767 AMAZON CAPITAL 1NPX-TTJM-L6WR		83777	BOOKS	134.09	
17/25	39 CENGAGE LEARNI 999100475447		83809	BOOKS	83.96	
17/25	39 CENGAGE LEARNI 999100481054		83809	BOOKS	49.48	
17/25	4767 AMAZON CAPITAL 1HYX-46Y9-H943		83796	BOOKS-BOUNCE BACK & YOTSUBA	44.10	
24/25	446 BAKER & TAYLOR 2039084271		83864	BOOKS AND AUDIO BOOKS	282.86	
24/25	446 BAKER & TAYLOR 2039102018		83864	BOOKS	323.72	
24/25	446 BAKER & TAYLOR 2039108994		83864	BOOKS	159.86	
24/25	446 BAKER & TAYLOR 2039118396		83864	BOOKS	254.08	
24/25	4767 AMAZON CAPITAL 119H-KPTV-77JM		83863	BOOKS	375.02	
24/25	4767 AMAZON CAPITAL 1HX4-VTKC-N41J		83863	BOOKS	34.47	
24/25	4767 AMAZON CAPITAL 1KFJ-TMKY-7N36		83863	BOOKS	8.93	
24/25	4767 AMAZON CAPITAL 1LD7-LKJL-6L1V		83863	BOOKS	74.27	
24/25	4767 AMAZON CAPITAL 1LH7-H4FM-6MDW		83863	BOOKS	118.59	
24/25	4767 AMAZON CAPITAL 1NPW-R1V1-V3J9		83863	BOOKS	45.95	
30/25	446 BAKER & TAYLOR 2039133712		83876	BOOKS	303.31	
30/25	4767 AMAZON CAPITAL 1GMK-QFQN-7MVH		83872	BOOKS	40.08	
30/25	4767 AMAZON CAPITAL 1TR1-V4HJ-L1KH		83872	BOOKS	41.54	
30/25	5344 CENGAGE GROUP 999100565138		83884	BOOKS	81.72	
15/25	446 BAKER & TAYLOR 2039153005		83995	BOOKS	45.05	
15/25	446 BAKER & TAYLOR 2039158911		83995	BOOKS	299.65	
15/25	4767 AMAZON CAPITAL 1VD7-CKMX-PX3X		83993	BOOKS	47.75	
15/25	5344 CENGAGE GROUP 999100621360		84003	BOOKS	49.48	
15/25	5344 CENGAGE GROUP 999100625355		84003	BOOKS	87.71	
					3,065.45	.00
REPORT TOTALS					3,065.45	.00
TOTAL DEBITS / CREDITS					3,065.45	.00