

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

AGENDA

Call Meeting to Order-

**Roll Call – S. Velasquez, S. Kennedy (ab), L. Peterson, J. Hough, B. Bruce(ab),
K. Segebart, D. Koch, Director Walley**

- I. Additions to the Agenda —** removing closed session and adding new director salary approval. Agenda Approved Motion by Jeri, second by Larry
- II. Approve Minutes of Previous Meeting** Approved Moved by Larry, seconded by Donna
- III. Public Forum (Limit 5 Minutes) Guests:** Friends of the Library, Council member Smith, city Manager Jessica Garcia
- IV. Trustee Training-Iowa Library Trustee Handbook, Ch. # 11**
 - Effective Board Meetings reviewed in the packet
- V. Correspondence-Thank You Notes:**
 - Denison Rotary Foundation-Grant Award
 - Home & Hobby Club of Denison
 - Carmen & Ben Swertzic-Patrons
 - Rich & Deb Knowels-Patrons
- VI. Approve Bills-** all signed Signature Page
- VII. Director's Report – Director Walley**

Cleaning- A & D Multiservice

Met with Oveth Requeno and Larry Peterson-Trustee to discuss contract moving forward.

Meseck Electric: returned and finished the electrical work needed to keep the lights on.

Roof Leak: Monitoring for additional leaks. Not to report. Two bids attached to board materials.

Programming Highlights:

"Summer Library Program in full swing! **"Level Up at Your Library"**

- 175 Children registered
 - 667 children have participated in all categories
 - Magic Show-Rick Brammer 76

- Highest attended program so far-Make Your Own Puzzle-101
- 45 Adults and Teens registered

Activities every day during June

Incentive prizes:

- Weekly drawing for Adults & Teens
- Completion of Reading Sheets for all levels
 - Participating
 - Attending programs
 - Visiting the library for any reason
 - Reading

Meetings Attended:

- Hiring Committee meeting 6/6, 6/30
- Custodial Contract meeting 5/29
- City Council Meeting 6/3
- Director's Meetings: 6/2, 6/16
- Management Team Meetings: 5/28, 6/3, 6/4, 6/10, 6/11, 6/17, 6/18

VIII. Unfinished Business:

A. Roof Repairs Two bids have been received: a detailed bid from Premier Systems Roofing, Inc (Danbury, IA) for \$41,010.74 and a bid limited to shingles, underlayment, nails, and labor from Zuniga Construction (Denison, IA) for \$7,800. City Manager Garcia recommends a formal bidet on the city website with a Request for Qualifications (RFQ) moved by Donna, seconded by Jeri. motion passed

B. Library Custodian/Cleaning Contract City Manager Garcia will forward the contract to the City Clerk for approval to amend the city budget before presenting it the City Council.

C. Hiring Committee-Library Director The new Director, selected by the Hiring Committee — Kari Meyer — is introduced to the board and Friends of the Library by committee Chair Sandy Velasquez. Ms. Meyer requested a salary of \$65,700 (midpoint in our available salary range), 3 weeks paid vacation, and 5 days paid sick leave. Larry moves, Donna seconds approval of the request. motion passed. The board also expressed its thanks to Monica for her 13 years of outstanding service. The request will be presented at the City Council July 1 meeting for approval. Kari will start on July 7, 2025.

IX. New Business:

A. Policy Review-Job Description-Programming Librarian Michelle Hoffman will be stepping down from the position on November 3, 2025. The

programming librarian is a unique position in the Norelius Library and to most all libraries. It entails planning, coordinating, and overseeing all teen and adult programming. A job description was reviewed and will be approved at the July meeting.

Monthly Reports

1. Library Accounts — 85% of the budget was expended with a remainder of \$42,522.43
2. Monthly Library Report - No questions about Circulation & Acquisitions/Collection

Committee Reports

- | | | |
|---------------------|-----------------------------|---|
| a) Book & Policy | (Kennedy, Segebart, Hough) | none |
| b) Finance | (Bruce, Kennedy, Koch) | none |
| c) Technology | (Bruce, Segebart, Koch) | none |
| d) Facilities | (Peterson, Hough, Segebart) | none |
| e) Public Relations | (Peterson, Hough, Kennedy) | a well-attended reception for retiring director Monica Walley was held on Friday June 20. |

Adjourn moved by Jeri, seconded by Kari, motion passed

Next Board Meeting: July 22nd, 2025 @ 5:15 pm Fireside Room

Respectfully submitted: 6/24/25