

Public Library Board Minutes

March 27, 2024

Present: Sarah Diehl, President, Nancy Belveal, Secretary, Diane Lowe, Phyllis Clark, Cynthia Jenkins and Ray Brown, Mayor

Absent: Dave Sharp, Linda Buttron

Quorum: yes

Call to order: 6:30 p.m.

In attendance: Greta Funk, Library Director and Barb Polson, City Clerk

Public Present: none

Previous minutes: The Special meeting minutes were reviewed and Diane noted an error; The February minutes will be amended to reflect this. Sarah made the motion to accept and Nancy seconded it. Sarah made the motion to accept the February minutes and Cynthia seconded it. The motion passed in a vote of 6-0. The motion passed in a vote of 6-0. previous minutes were reviewed and motion was made by Sarah to accept the minutes. Cynthia seconded it and the motion passed in a vote of 6-0.

Treasurer's Report: Ray reported a transfer of money from the account back to the Savings Account. Sarah made the motion to accept the report, seconded by Nancy. Motion passed in a vote of 6-0.

Director's Report: They have the petting zoo and Easter crafts scheduled for the Easter egg hunt weekend. They are planning a book sale, but few options are open for dates and at this time she is planning on April 27th for the book and plant sale. Greta reported that they had received a donation from the Kendall State Bank for \$25.00 in memory of Kenny Frost. She said that the summer reading programs kick off on May 31st, with June 1st being the sign up for activities and the following week all the activities will start. They have received a few donations of prizes, but can always use a prize, a gift certificate, or, a patron may sponsor a prize, just let Greta know. The theme this year is Adventure begins at your library for summer reading, so subjects like camping, etc. will be featured. They would love more donations of gifts to be given as prizes and the Library would be very appreciative of any donations. The plant and book sale is scheduled around Mother's Day. They will have \$5.00 a bag of books for sale. Greta has thought of putting a mystery bundle book sale and is thinking of a survey where they suggest genres they would like to read in a bundle such as mystery, romance, etc, and the library staff can make the bundles for them to read. In addition any perennials or garden plants to be donated will be appreciated. Sarah made the motion to accept the donation made in honor of Kenny Frost. Ray seconded it. The motion passed in a vote of 6-0. Sarah made the motion to accept the February minutes. Ray seconded. The motion passed 6-0. And last, the Auditor came on the 26th. It will take several weeks to get the result.

Unfinished Business. Noted that the motion Dave made about inclement weather, written as follows: 'The Library will be closed due to inclement weather if USD 339

closes, and, at the discretion of the Library Director. If an employee is scheduled to work during a day of inclement weather, the employee will be paid for the hours missed' was made but was not voted on. Sarah made the motion to accept the inclement weather policy as written, seconded by Ray. The motion was voted on and passed in a vote of 6-0 at this time. Greta brought up the possibility of part-time people earning vacation hours. She has one employee who works 18 hours a week every week, but does not accrue vacation time. Discussion was held on the pros and cons of her suggestion. Sarah made the motion to create a new position of Lead Library Assistant, to work 18-24 hours a week. The employee will accrue 18 hours of vacation after one year of employment. Cynthia seconded the motion and it passed in a vote of 6-0. Greta brought up the need to update unaccompanied children policy. After discussion it was opted to adopt the following revision to say the following: Children under 8 must not be left unaccompanied under any circumstance. They must be accompanied by a parent, guardian, caregiver or be at least 12 years old. Library staff may contact authorities if a child under 9 years old is left unattended in the library. Children who are subject to disciplinary action outlined in the Nortonville Public Policy. Children who attend school in person or who are home schooled will not be allowed in the library during school hours unless accompanied by an adult 16 or older. To prevent the spread of disease/illness, a child that is not well enough to attend school must wait 24 hours to come to the library. Sarah made the motion to accept the newly written children in the library policy. Ray seconded it. The motion passed in a vote of 6-0.

At this time discussion was done on board roles.

Adjournment: 8:35 P.M.