

Nortonville Public Library Board Meeting Minutes

October 29, 2025

Present: Tia Elam, Cynthia Jenkins, Greta Funk, Linda Buttron, Joetta Weishaar, Laura Byler, Katherine Wolfe

Absent: Ray Brown, Tia Sarah Diehl

Call to Order: The meeting was called to order at 6:30 pm

Address Patrons Present: There were no patrons present

Previous Minutes:

The September 23, 2025 meeting minutes were reviewed. Laura made a motion to approve the minutes with the correction Cynthia seconded. The motion passed 6-0

Financial Report:

The monthly bills were reviewed.

Tia confirmed the monthly bank statements reconciled.

Katherine made a motion to approve the Financial report as presented, Joetta seconded. The motion passed 6-0.

Director's Report:

Fall Festival - the games went well. I'm not sure that we had as many kids because we had a lot of prizes left over, but we made about \$40 on token sales (compared to \$50 last year). We made \$500 on reading buddy sales at the table, as well (compared to just under \$300 last year).

T-shirt fundraiser - we sold 21 shirts (including 6 for the staff) and Greta set the donation amount per shirt as \$5. She did not realize we would get \$5 for our library-ordered shirts, as well, so we received a check for \$105. We paid \$85 for the staff shirts (including tax and shipping), so we made about \$20. Now that Greta knows how it works, she would love to do it again, the shirts are great quality and she loves having the personalized shirts for the staff and patrons.

There's another round on the ALA Accessibility Grant with a deadline of Dec. 11. Priority goes to new applicants but previous recipients can apply again.

For the Christmas silent auction, Greta would like to combine it with another chili/bingo night, coinciding with the end of the auction. We should easily meet our fundraising goal for the year with our table at the Holiday Open House, so this should be a fun, lower stress event the following week looking to end Saturday, December 13th.

Katherine made a motion to accept the Director's report as presented, Laura seconded. Motion passed 6-0

New Business:

November meeting is currently scheduled for the Wednesday before Thanksgiving. Recommendation made to move the meeting to Monday, November 24th at 6:30 PM.

Barb has to provided Greta a 2026 Pay Schedule calendar as she has to submit it for KPERS. The pay period ends the 20th of the month and the check paid date is the 26th of the month. If the 26th is a holiday or weekend it will be the previous business day.

Cynthia made a motion that the Library Board is okay with the pay date being the 26th and if it is a holiday or weekend it will be the previous business day. The paycheck information will be sent to Greta by noon on the pay day to allow time for the checks to be written and distributed to staff before the banks close. Katherine seconded the motion Passe 6-0

Old Business:

Board Policy Review - the board continue the policy review. Greta will make changes to the document and send a revised draft for review. Goal is have a revised policy manual updated by the end of the year.

Tabled Items: Board Policy Review-Review of Revised Version

Adjourn:

Cynthia made a motion to adjourn, Joetta seconded. The motion passed 6-0.