

## Nortonville Library Board Minutes

May 30, 2024

Present: Nancy Belveal, Secretary, Joetta Weishar, Linda Butron, Diane Lowe, Phyllis Clark, Cynthia Jenkins, Katherine Wolfe, and Ray Brown, Mayor

Public Present: none

Call to order: 6:32 p.m.

Previous minutes: Previous minutes were reviewed and accepted in a vote of 8-0

In attendance: Greta Funk, Library Director

Public Present: none

Director's Report: Greta reported that the annual plant and book sale netted \$1200.00 which is less than in the past but still a good event. And, since then they have sold an additional \$70.00 in books and plants. She said the library received an email from NEKLS stating that all the local libraries under their banner will receive an extra Enhancement grant, not budgeted for in the amount of \$1689.00. Which can be used on anything as needed. We also received a Memorial Donation in honor of Jeanette Kingman, from Kendall State Bank and the funeral home for \$50.00. Ray made the motion to accept the donation and it was seconded by Diane. The motion passed in a vote of 8-0.

Greta reported that summer kickoff programming is Saturday, and the library staff have been busy the last few weeks. They are hopeful some people will stream in from the city-wide garage sales. They have already had 1/4 to 1/3 of the number of participants expected sign up for summer reading. Everyone is welcome to attend activities but prior enrollment gives the library and staff more credit with NEKLS. There are 3 grants from NEKLS to apply for this year. Two are new, and they are the Focus and Mental Wellness grants, and the other one was awarded last year and again this year, and it is the Innovation Grant. The Focus and Innovation grants are due in September but the Mental Wellness grant application needs to be in by Friday, however, Greta works well under pressure. It's possible to get equipment through one of these grants and Greta would like to get something outside for patrons and staff, although admittedly, space is limited. Ray mentioned that playground equipment was put in the Winchester park and he understood it was from their library due to a library grant. Greta will investigate this.

The Trustee training is scheduled for Saturday at 10:00, and a quorum of 5 of the trustees must take the training. The training can be done in several ways, including being done during one of our meetings. The training must be done by September.

Greta reported that the Librarians had to do reports for last years' grants and she is a little proud of it as there are quotes from Librarians and she is quoted in all 3 grants, and the photos of children on the front are her 3 nephews at story time, and in addition, there is a photo of littles ones at story time, were taken in the Library.

Greta said she presented the budget to the city and went to the township meeting and was told that they will raise the mill levy to .25 but must hold a Public Hearing first. She received a return call later saying that he checked with the County Clerk and that the .25 levy would amount to \$2,000.00.

NEKLS asks for a report on the numbers of items that have left the library and so far, this month they have loaned out 320 items and the total for the year to date is 880. She added that if she checked in and out the video games used daily, that number would be much higher, and she thinks she will have to do that at least once a day. In addition, they have enlarged the Romance collection and she pointed out that the previous collection had only had 9 books checked out from January to May of 2022. This year during this same period 69 were checked out. Last year 73 were checked out. It is a popular section, and they are also being loaned to other libraries. They also added to the large print collection quite a bit with funding from 2 grants. It is not a large print collection, because they are pretty expensive. The ones they had, had been there a long time. Last year from this period January to present, 10 were checked out. This year that number is 37.

She reported she forgot to mention that there is a Baker and Taylor romance novel subscription seen charge every month that she plans to keep. It was starting to go up in price so she produced a solution in that she changed the subscription to purchase these books in large print which will spend down some of the grant money for the large print allocation. She also put out feelers to other libraries about these books and many libraries responded that they would like to get these items and Nortonville can also donate them to nursing homes after they are done with them.

Greta reported she got a little clicker, because she must keep track of the traffic coming into the library at NEKLS request. They have had it since school got out and they have had 25-40 people, a lot of them children but also families, every day. And at story time, they have 16-20 individuals every week and some have become regulars every month. Ray made the motion to approve the Director's Report, seconded by Linda. The motion passed unanimously.

Treasurer's Report: Greta presented the quarterly Budget Report from January to the end of April. She reported the library has a new sewing machine and cabinet. They have a new Cricut machine, supplies and software. It can be used to cut vinyl, wood, paper, and foam. They also have a wood engraver, still in the box. However, when her husband mentioned he would like to get an engraver, she told him the library had one with the laptop and programming and asked him to come and set it up and he could use it along with other patrons. She showed the Board a little plaque that he made with the engraver. They have plans to make a Welcome sign to the Nortonville Library sign.

Treasurers Report: Greta presented the report to the Board and explained – what was budgeted, what was purchased and what remains in the entries. Questions were asked and answered. She said that one of the patron computers quit working and had to be replaced, but found a good deal, so she purchased 3 computers for \$120-.00, which was about half the technology budget which is mostly dedicated to computers. She spent about half the programming budget, and they have most of what is needed for the summer programs. She said the e checks signed tonight are also not on what is being presented yet. Payroll is where it should be this month, but the checks signed tonight are not in there. The insurance will be \$45.00 more than mentioned last month and is more able to meet staff needs. Greta did refigure the numbers for the budget to cover raises and bonuses, which is an additional \$2,000.00 more than first discussed. She reported an extra \$1800.00 from NEKLS. It has been received but not deposited. Diane

made a motion to accept the Treasurer's Report and it was seconded by Phyllis. The motion passed in an 8-0 vote.

**NEW BUSINESS:**

Greta found out everything needed for the officers to sign checks at the bank. Officers needed are the President, Secretary and Treasurer.

Ray made the motion to nominate Cynthia as President, which was seconded by Diane. Motion passed in a vote of 8-0.

Ray made the motion to nominate Diane to the Vice-President position, which was seconded by Linda. Motion passed 8-0.

Ray made the motion for Nancy to continue as Secretary, seconded by Diane. Motion passed 8-0.

Katherine made the motion for Ray to remain the Treasurer, which was seconded by Diane. The motion passed 8-0.

Old Business: Greta reported that to get a debit card, she needs to be added as a signer to the account. She can write checks but cannot sign them. The benefit to this is that all expenditures will come out automatically and all can be viewed and tracked instantly-it is like a bank statement and eliminates all the hassle she currently has with using a credit card. Diane asked if there were any problems with using a debit card from an audit perspective and Greta explained that the auditor had said that if there is no cash withdrawal it is satisfactory to use a debit card.

For the checking account Marian Nolting and Sarah Diehl will be removed from the Savings, Checking and Capital Improvement accounts.

To be added to the checking account is Greta Funk, Cynthia Jenkins, and Diane Lowe.

For the Capital Improvement account, Cynthia Jenkins and Diane Lowe will be added.

And Greta will need a debit card. When the minutes are done, she will get signatures for the stamps to be made and make it official to take to the Bank. Once all this is done Greta will check with the Bank to see what needs to be done to add Diane to the records.

Katherine made the motion to accept the changes to be made, seconded by Joetta. Motion passed 8-0.

Adjourned: 7:53 P.M.

