

Nortonville Public Library Board Meeting Minutes

August 26, 2024

Members Present: Cynthia Jenkins, President, Nancy Belveal, Secretary, Diane Lowe, Vice-President, Ray Brown, Treasure and Mayor, Katherine Wolfe, Linda Buttron, and Phyllis Clark

Absent: Joetta Weishaar

Present: Greta Funk, Library Director, Barb Polson, City Clerk

Call to Order: 6:37 P.M.

Previous Minutes: The minutes were reviewed and discussed. Katherine questioned the sentence in the July minutes beginning with 'Katherine made the motion to make' ... and in addition the date for the next meeting would be August 27 rather than September. Katherine made the motion to accept the minutes with corrections to be made, seconded by Diane. Motion passed in a vote of 6-0. (The exceptions have been since corrected).

Treasurer's Report: Ray reported that the checking account is in balance. Greta reported that all last year's grants have been spent down and that all monies spent from the grants that are listed, are from this year. She said she has received the Wellness Grant this year, but has only spent it on a few items that were applied for so far. Nancy made the motion to approve the Treasurer's report, seconded by Phyllis. Motion passed unanimously.

Director's Report: Greta just found out a few days ago that the library is eligible for a grant from Freestate Electric. They do Operation Roundup which is for their entire service area and which the library is a part of their area, but had not applied for anything in the past. She said that Free State Electric basically rounds up everyone's bills in their area and that change goes into a fund and quarterly they give funding to non-profit community organizations. It can go for whatever and typically does not go above \$10,000. If it goes through, NEKLS Foundation will be the organization any funds would pass through. At any rate, Greta said she applied for the funds and proposed that, if received, it would go toward the purchase of a new desk that if they received would replace their old desk and be large enough would give them the ability to do all the jobs they do on a work day in one space. She is also finishing up an application for the NEKLS Innovation Grant, due September 1st. The Focus Grant is the biggest grant and they are awarding \$50,000.00 in total, and the maximum that can be applied for is \$25,000.00. It's for a major project to change some aspect of your library. Greta hopes to hear about the Free State grant soon, so if they don't get it, she can incorporate desk purchase in her application for the Focus grant. She said she leaves tomorrow for Denver for the annual meeting for the summer reading program organization and will be back Friday. Katherine made the motion to accept the Director's Report, seconded by Diane. The motion passed unanimously.

Old Business: Barb reported on the inspection by the Department of Labor at the end of May and there were a number of things that needed attention and/or improved on and which has since been done to bring us up to code. She also said that the City Council members wished to express their appreciation for the job the Board members do. She said that the City Office and the Library share the building to include the entryway, the story time room, and the basement. And the Police Chief has an office in the basement. She said no Inspections have been done since COVID and there were several things that needed attention i.e. things had become more cluttered and have been a part of the change since the last inspection. The City Office needs to have a clear line of 2 exits and the library needs the same, and they both do. The basement also houses the Police office, and the City has installed new lighting, handrails, and emergency lights in that area. One area that was targeted was the storage of the vacuum cleaner and cleaning supplies at the top of the stairs and that has been relocated. The basement is not to be used for storage of recycling as it is not conducive to easy access for all city employees. The remaining task to do is to put the inside railing on the inside basement stairs. Phyllis asked if the basement was available in the event of a tornado. Barb explained that the basement is not handicap accessible but that the Fire Department has an agreement with the School Board in the event of severe weather i.e. tornados, as the grade school is handicap accessible in the event of an emergency. She said that the storm spotters and Steve or Mike have keys, and Barb can be contacted to post the information that the school is available for shelter. Anyone who is in need and/or is in a wheelchair, can be wheeled into the Band Room. Barb also said that she spoke with Mike Wentz, and he advised we need an emergency action plan for all emergent situations. Mike Wentz will return to make sure everything is as it should be and go over our emergency action plans i.e, where to go in case of a fire, such as having patrons go to the funeral home to use the awning (in the event of rain). In tornadoes, all who could, would go to the basement, chemical spills, everyone would shelter in place. In case of an earthquake, it has not been decided yet. Barb said they now have Emergency maps that she will be posting. And all the emergency lights and fire extinguishers have recently been inspected. And lastly, the City/Library has new phone numbers which are working out very well.

Adjournment: 7:07 p.m