

**CITY OF NORTONVILLE  
NORTONVILLE, KANSAS  
APRIL 29, 2020 AT 6:30pm  
LIBRARY BOARD REGULAR MEETING MINUTES  
CITY HALL, 407 MAIN, NORTONVILLE, KANSAS**

Library Chair Sarah Diehl called the regular meeting of the Nortonville Library Board to order at 6:39 p.m. on April 29, 2020 at the City Library in Nortonville, Kansas.

**ROLL CALL**

Nancy Belveal	present (via phone)	Jessica Petterson	present (via phone)
Sarah Diehl	present	Dave Sharp	present
Levi Harris	present (via phone)	Marian Nolting	present
Vernon Kraxner	present	Mayor Edward Scott	present (via phone)

**ATTENDENTS**

- City Clerk Barbara Polson and Interim Library Director Jordan Pantle
- Patrons present - None

**MINUTES**

Discussion was held on the 3/25/2020 regular meeting minutes, it was moved and seconded to accept the minutes as presented; motion carried 8-0.

**TREASURER'S REPORT & BILL PAYING**

Discussion was held on the treasurer's report, it was moved and seconded to accept and make payments as presented; motion carried 8-0.

**LIBRARY DIRECTOR'S REPORT**

- Reopening with restrictions for the month of May 2020 due to Covid-19
  - Hours the library will be open to the public
    - Tuesday 9am – Noon
    - Wednesday Noon – 3pm
    - Wednesday 5pm – 8pm
    - Thursday 1pm – 4pm
    - Friday 3pm – 6pm
    - Saturday 9am – Noon
  - 10-person limit in the building, this includes employees
  - All patrons must sign in and will be limited to 1 - 20-minute visit per day in the library.
  - All restrooms will be closed to the public.
  - Phone appointments can be made
  - No public computer or game system usage
  - Toys will not be available for play within the library
  - No returns allowed at the circulation desk
  - All returns must be made in the book drop in the foyer
  - All return materials will be quarantined for 24 hours and sanitized before re-shelving
  - No courier services
  - Library area will be sanitized after each 3 hours shift
  - Employees will wear mask
  - 6-foot tape will be placed at the circulation desk
- Summer Reading
  - Summer reading flyer will not be going out until after the May board meeting
  - A modified program will be developed

It was moved and seconded to accept the directors report as presented. Motion carried 8-0.

**OTHER MISCELLANEOUS FROM LIBRARY BOARD**

- **Library board decision or changes that need to be made during the month of May 2020** - It was the consensus of the library board if any changes need to be made in regard to the running of the library during month of May 2020, the committee of Belveal, Sharp and Diehl will be have the power to make changes.
- **Library 2021 Budget Planning** – Jordan Pantle will be getting with NEKLS to plan the 2021 budget and have available to present at the May 27, 2020 library board meeting.
- Discussion was held on the current state of the Library being closed to the public due to the Covid-19 pandemic. It was the consensus of the board to leave the library closed until the end of May. If at any time there is a shelter in place order placed on Jefferson county, the library will remain closed to the public until the shelter in place order is lifted.
- Discussion was held on paying employees the average weekly salary while the library is closed due to the Covid-19. It was moved and seconded to pay library personal their average weekly salaries. Motion carried 8-0.
- **Social Media Update** - Jordan Pantle will update Library Web Site and face book with restricted library opening information.
- **Donations** - Request for donation to the library will be made for sanitation and mask supplies.
- **Bank Card** – Jordan Pantle will follow-up with Kendall State Bank on the bank card

#### **TABLED ITEMS**

- NEKLS board training requirements
- Library Employee Handbook
- Library Policy
- Copy Machine and 3-D printer update

#### **NEXT MEETING**

Regular Meeting Wednesday May 27,2020 at 6:30p.m.

#### **ADJOURNMENT**

There was no further business conducted, it was moved and seconded at 7:53 to adjourn; motion carried 8-0.

Barbara S. Polson  
City Clerk