

**CITY OF NORTONVILLE
NORTONVILLE, KANSAS
MAY 27, 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 6:41 p.m. on May 27, 2020 at the City Library in Nortonville, Kansas.

ROLL CALL

Nancy Belveal	absent	Jessica Petterson	absent
Sarah Diehl	present	Dave Sharp	present
Levi Harris	present	Marian Nolting	present
Vernon Kraxner	present	Mayor Edward Scott	present

ATTENDENTS

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

MINUTES

Discussion was held on the 4/29/2020 regular meeting minutes, it was moved and seconded to accept the minutes as modified; motion carried 6-0.

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 6-0. Discussion was held on funds received, it was moved and seconded to accept all funds as received, motion carried 6-0.

LIBRARY DIRECTOR'S REPORT

- Reopening with restrictions for the month of June 2020 due to Covid-19
 - Hours the library will be open to the public the regular hours
 - Tuesday 9am – Noon
 - Wednesday Noon – 8pm
 - Thursday 9am – 6pm
 - Friday 9am – 6pm
 - Saturday 9am – Noon
 - 15-person limit in the building, this includes employees
 - All patrons will be signed in and will be limited to 1 - 20-minute visit per day in the library.
 - All restrooms will be closed to the public.
 - 2 computers will available for use. You must call to make an appointment to use the computers and you will be limited to 20 minutes. You are only allowed one 20-minute time slot per day.
 - 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
 - Courier Service is available
 - Library area will be sanitized frequently
 - Employees will wear mask
 - 6-foot tape will be placed at the circulation desk
- Summer Reading
 - Summer reading flyers will be mailed out.
- 2021 Budget
 - Discussion was held on 2021 budget, it was moved and seconded to present the budget as modified. Motion carried 6-0.

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

OFFICERS OF THE NORTONVILLE LIBRARY BOARD

Discussion was held on officer position for the upcoming year, it was moved and seconded for the following members to serve as library board officers:

- Sarah Diehl – President
- Marian Nolting – Vice President
- Vernon Kraxnor – Treasurer
- Nancy Belveal – Secretary

Motion carried 6-0.

OTHER MISCELLANEOUS FROM LIBRARY BOARD

- **Library board decision or changes that need to be made during the month of June 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 June 2020, the committee of Belveal, Sharp and Diehl will be have the power to make changes.
- **Employee work hours**
 - Beginning June 1, 2020 all library employees will be paid for actual hours worked.
- **Bank Card** – Jordan Pantle is following 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 June 24,2020 at 6:30p.m.

ADJOURNMENT

There was no further business conducted, it was moved and seconded at 8:15 to adjourn; motion carried 6-0.

Barbara S. Polson
City Clerk