

Nortonville Public Library Board Minutes
February 28, 2024

Members Present: Sarah Diehl, President, Nancy Belveal, Secretary, Diane Lowe, David Sharp, Phyllis Clark, Linda Buttron, Cynthia Jenkins, and Ray Brown, Mayor

Absent: None

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

Public Present: None

Call to Order: 6:33 p.m.

Previous Minutes: The previous minutes were reviewed and discussed. Sarah made the motion to accept the minutes, seconded by Phyllis. The motion passed in a vote of 8-0.

The Director's Report: Greta reported 2 adult programs in February that were very well attended. They had 18 attendees for the paint class which was double what she expected. There were 30 at the paint class painting. Where they painted the repurposed boards from the old book shelves to make spring porch signs. They have plans for another paint night in March, and also have planned for a petting zoo for March 30th. Greta plans on having lambs and bottle calves but is having problems finding baby goats for the kids to see. It's also time to start working on the budget for 2025, and she will be doing that next month and bringing it to the next board meeting.

She said the state survey was due for the state and that she had to provide them with a list of people with library cards, and list people who came into the library with questions about resources and about the number of activities, events and programs that they had done through the year. There were 29 children groups with 730 participants, 28 adult groups with 375 participants, 17 teen groups with 135 participants, and 45 baby and toddler groups with 477 participants. Greta said she has trouble scheduling teen groups due to their scheduling. She said that all of these groups are a good indicator how the funds are spent in the library.

Treasurers Report: Greta said that the Library received 3 competitive grants from NEKLS for a total of \$12,080,00 and the remaining balance of the grant total is \$2424.24. She has just been advised that 2 of these grants need to be spent down by March 1st and the 3rd by May 1st and she has been spending down the money to purchase items as allocated by the grants. She has not spent the last few hundred yet, but doesn't think the time factor is strictly enforced. Greta also reported the library received the annual funds from the city of Nortonville, and from the township. At this time Ray made a motion to transfer \$2,936.92 from checking into Savings. David seconded. The motion passed in a vote 8-0.

New Business: Greta presented the employee handbook and had questions regarding the leave granted and more specifically how it would be carried over if not used. At this time, the Board reviewed the policy and after discussion, Sarah made the motion to amend the Sick Leave Policy to say that sick leave can be carried forward from year to year with a maximum of 240 cumulative hours at years end. Tammy seconded the motion. The motion passed in a vote of 8-0. The Board then reviewed and discussed the vacation leave policy. After discussion and feedback, Dave made the motion that the wording in the employee handbook be amended to read 'that all vacation time must be taken during

the calendar year and will not be paid out at years end if not used. Vacation time cannot be accrued from year to year. Accrued vacation time will not be paid if the employee leaves or is terminated. Sarah seconded the motion. The motion passed in a vote of 8-0.

Sarah brought up need for a new policy for snow days. Greta reported that while the employees live within 2 blocks of the library, this past winter's bitter temperatures led her to close the library due to inclement weather for staff's and the patrons best interests. She contacted other libraries and was told that they close when the school closes due to inclement and posts it on Facebook. Barb reported that the city bought a large generator to warm the building in case of power failure, to provide a warming center for those needing heat during bitter temperatures. Greta said that another aspect of closing the library unexpectedly is the employees that were scheduled to work on those weather days do not get paid for that day. Greta asked for a policy to be instated that gave the Librarian the discretion to close the library due to inclement weather and also to authorize her to pay the employee for the hours missed due to this. The Board discussed this. Dave made the motion that the Library will be closed due to inclement weather if USD 339 closes, and, at the discretion of the Library Director. If an employee is scheduled to work during a day of inclement weather, the employee will be paid for the hours missed. Due time the other topics to be discussed regarding the employee handbook will be tabled until the next meeting.

Adjournment: 8:02 p.m.