

Nortonville Public Library
Board Meeting Minutes
October 30, 2019

Members Present: Sarah Diehl, Levi Harris, Vernon Kraxner, Marian Nolting, David Sharp, Nancy Belveal, Pete Scott, Mayor, Diane Trinkle, Director, Jordan Pantle, Assistant Director

Absent: Jessican Peterson

Call To Order: Sarah called the meeting to order at 6:30 p.m.

Public Patrons Present: None

Minutes: Previous minutes were reviewed

Marian made the motion to accept minutes

Sarah seconded the motion

Motion passed

Treasurer's Report: Report was reviewed

– Sarah made a motion to accept the treasurer's report

– Marian seconded the motion

– Motion passed

Library Director's Report:

Diane reported that the Library applied for and was granted the Kansas Notable Books Grant in the amount of \$272.22.

Sarah made the motion to accept the grant

Dave seconded the motion

Motion passed

Unfinished Business: Diane reported that the monetary amount bequeathed to the Library from Clairene Falk's estate had not been received. Vernon said that in the phone conversation he had with the lawyer acting on behalf of the estate, it was indicated that the bequeathed amounts would be sent as 2 checks to the same address of the Library/City Hall facility. Several members said that there was an article in the paper that said that approximately \$2800.00 would be gifted to both facilities. Plan is to follow up on this with City Hall staff.

In another item of old business, Vernon reported last meeting that there was a book of checks missing – checks numbered from 4876 to 4900. He reported searching everywhere and felt that he had inadvertently thrown them away. He notified the bank and there had been no activity in regard to the missing checks, and he was assured that he would be notified if activity occurred. The Board felt that the matter had been addressed correctly and no further action was required at that time. This situation remains unchanged and is considered resolved.

In last item of old business there has been no further action from the vendor who had proposed putting a temporary tattoo and sticker machine in the Library from which all proceeds will go to the Amazing Grace fund to benefit a child in medical need in the community. Sarah will reach out to the vendor to find out the status of this plan.

Diane requested that the Board go in to Executive Session

Sarah made the motion to go into Executive Session for 5 minutes to discuss non-elected personnel matters. The motion was seconded by Dave and the motion passed.

Executive Session entered at 6:39 p.m. Diane reports that she is having visual problems that require her family having to drive her to work during the winter months, specifically in the dark. This is a hardship on her family and she has come to the decision that she needs to retire and accordingly has set the date of retirement as 12/10/19. Out of Executive session at 6:44 p.m.

Dave made the motion to go back into Executive session for an additional 5 minutes to continue the discussion regarding the issues associated with Diane's retirement. Levi seconded the motion. The motion passed.

Executive session entered at 6:44 p.m. At this time Diane says she has minimal concern about Jordan stepping into her position but for the most she feels he is equal to the task if he is willing to take on the responsibility. In the meantime, she will do all she can to educate him on what will be required of him in the position of Library Director until her retirement.

Executive session ended at 6:49 p.m.

Dave made the motion to go back into Executive session at 6:49 p.m. to discuss non-elected personnel issues not entirely resolved with the previous session. Levi seconded the motion. The motion passed.

The additional time consisted of further discussion of the issues that may arise with Diane's retirement. Diane assured the Board that she would remain a resource for any questions that the Board might have in regard to the functioning of the Library and the requirements mandated by NEKLS.

Executive Session ended at 6:52 p.m.

Levi made the motion to accept Diane's retirement.

Vern seconded the motion

The motion passed

New Business: Diane asked that the Board discuss staff bonuses due to her pending retirement and the holidays coming up. The bonuses were discussed and assigned as following.

Diane - \$250.00

Jordan - \$100.00

Jeanne - \$75.00

James - \$75.00

Amy - \$25.00

In addition the Board discussed and agreed that as the next 2 meetings will fall just prior to, or on a holiday, the Board dates will be scheduled for the next meetings:

The November meeting will be held on 11/20/19

The December meeting will be held on 12/18/19

Sarah made the motion to adjourn

Vernon seconded the motion

Motion passed

Meeting Adjourned at 7:13 p.m.