Present: In person - Tammy Shoemaker, Jessica Buhrman, Cathy Gordon & Gil Bunning. No attendees via Zoom. Missing: Lynn Allen, Nancy Martin, Crystal Willich, Connie Shippy.

**Call to Order:** As there was no quorum present a call to order was not made. The informational meeting was held beginning at 5:18pm.

**Agenda:** There is no agenda for this meeting.

**Minutes:**  May 13th meeting minutes were presented but not reviewed.

**Director's Report:** Directors Report was read aloud for the board members present as it entailed items that were to be discussed following the report.

**Treasurer's Report / Budget Review:**The 2021 proposal given to the city was discussed. No word has been received back from the city at this time for any comments or questions regarding this proposal. Director has reached out multiple times to the city administrator via phone calls & to the mayor via emails (He his sent all emails the board is sent regarding all current comments, updates, concerns & such) regarding budget statements & other Library concerns. Director has attended many virtual city meetings, and all comments/questions via the chat board live stream were left unanswered by the city. Director has been unable to attend meetings due live due to current restrictions & to their time occurrence’s on Monday evenings as she has a conflicting meeting on Mondays. The City reached out only to request the proposal on May 14th, it was difficult to make connections to receive documents back from the city that were needed to draft the proposal & was due at the city’s request by May 22nd. Director spoke at length with several persons in the office of the city & made them aware it would be in by May 29th as she would need the additional time to collect all the information needed & to fully formulate the proposal.

On Friday June 5th the city called & requested all of our information needed for the yearly audit, they needed this by Wed June 10th @ 9am. They were unsure of what all documents the Library needed to provide. After some calls back & forth & to the auditor & after reaching out to predecessor Rita Higley, the Director was able to provide most of what the auditor required. On Friday June 12th they emailed saying they were done with all the documents. Checks were presented to be signed & May’s expense reports & statements were presented.

The city was asked for records showing the amount of utility services charges provided by them free of charge to Horton Public Library. In 2018 it was $4,325.15, 2019 it was $2989.01, in 2020 so far by 06/012020 it is $1239.16.

**Correspondence:**  None

**Old Business:** Second Harvest progress was discussed. Community Food Share Distributions progress was discussed along with the notice of truck availability & partnerships with local communities.

The Board discussed personnel matters regarding the “work ethic” of current employees. Discussed was the process & steps needed to be taken in the future to resolve any failures to complete assigned tasks in an acceptable manner & time frame by employees.

Trainings: Still a lot of trainings are being offered online for many different topics, however they are moving back towards having frees required to attend the training. Trustee training is required to be completed by Sept. There is no formal trustee training this year. Members can attend online courses, or even the Friday Directors meetings that are currently bi-weekly or when they move to monthly. Must compete 1 -1 & ½ hrs. and then discuss in board meeting what they learned, a quorum of members must compete the training time. Report title & location of training completed.

Courier has restarted, right now only returns of outstanding materials are being shipped. No outside holds are being accepted or placed.

Statistics available for service are limited to phone calls. We received 31 calls for patron assistance. Mostly just questions of assistance for online services, where to go for paper services, or clarification of current services & status of the library.

Collection development: Shipments have begun to arrive again for orders placed before the pandemic hit & those placed during the beginning of the event. Items had been placed back to be cataloged when able & new orders will resume soon. Type of materials purchased have been shifted to better meet future patron needs.

It was shared that when fines/fees were forgiven for the entirety of Horton Public Library that it was a total of around $3000. The reports provided by NEKLS clearly shows that many of the past due funds were so outdated that collecting them were nearly impossible due to patron’s circumstantial informational changes.

Tech Grant/Greenbush/KLA SRP – approved, awaiting check for the $600. That grant can be used to purchase wither 2 previously selected computers, that are currently out of stock. Or we could join with the school’s contact & perhaps get up to 6 computers for the same price.

USDA/Greenbush Grant – We were able to allocate a grant 0f $3000 for Second Harvest our sponsor to be used at our Host site. We will be meeting with a rep soon to decide how to allocate the funds for this year.

Humanities Care Grant – up to $10,000 for payroll, payroll expenses & utilities. Awaiting approval.

The Director shared with the board again for anyone who wished to review it (previously via email) was a letter from a concerned patron about where our status is for the Library. The board discussed the current status of the Library. Director suggested some form of “curbside Service” should be considered, with easier to clean materials only possibly being offered. Staffing options discussed to be able to provide services based on limited hours & abilities/ needs of current staff. Quarantine needs & ability was discussed. A optional phased reopening plan was presented to the board. Current list of NEKLS libraries &^ their status of open/closed or Partial services was shared. Only 6 are “open” in NE KS. Other information 7 samples of services being considered area wide was shared. The status of other local libraries was discussed. Discussions were held regarding curbside options. Materials options, stack access options. Current testing of effect of CoVid on library materials is ongoing, current comments & suggestions were shared based on the status of these tests by REALM. Donations are still arriving, even though we asked for donations to be held off. Reader Zone was discussed & what this new SRP offers.

The PPE supplies ordered by the Library still have not arrived at NEKLS for our pickup. Supplies acquisition was discussed. Appropriate cleaning procedures were discussed. It was suggested to try Quill for additional needed products.

Contractors: Director has reached out to many at this point, some not able to do the work, some are very busy & unable to review the needs or provide estimates, some have stated they would arrive at certain date but the Director has not heard any more from them. No estimates have been received at this time. More ideas of contractors to contact were shared &^ more revenues of research for additional contractor options were suggested. Contact Jim Gormley again? Cathy state she would do more research through contacts she knows online. AHRS, Bottoroff & Lumunyuns were among those recently contacted.

The Board members present state separately but in agreement with each other that they wish to leave the opening procedures, times, availability, materials offered & everything up to the staff & their level of ability & comfortability in this situation within the reasoning of current facility needs & ability. This framework is the same being used by some of their own employers.

PPE requirements were discussed, once we are able to open the building, when facility issues are addressed we can legally require masks. We do not however have to provide them for the public even when requiring them. It would be negligent of us to not require the public to wear masks to protect our staff & the other public from this health emergency. It was discussed on whether or not to go ahead & try to acquire masks for patrons. Due to funding issues & at this time not knowing when we would be able to resume open services, it was thought holding off on purchasing any would be a good idea. If a patron does not wish to wear a mask they can continue to use outdoor curbside or digital services.

Tammy Shoemaker departed the informational meeting at 6:01pm.

There was no order to adjourn as it was not called to order due to lack of quorum.

The Board members present were reminded that the Director would not be in town the week of July 12th as she will be attending a previously organized weeklong camp with her BSA Troop & will not be able to leave the campus due to restrictions placed by the organization during the excursion.

The informational meeting ended at 6:03pm.

Next meeting on July 8th @ 5:15pm