Present: In person - Tammy Shoemaker, Cathy Gordon, Connie Shippy, Gil Bunning, Jessica Buhrman. Via Zoom: Crystal Willich, Lynn Allen. Missing: Nancy Martin,

**Call to Order:** Tammy Shoemaker called the meeting to order at 5:03pm.

**Agenda:** The agenda was presented for this meeting.

**Minutes:**  Oct 27th informational meeting minutes presented.

**Director's Report:** Directors Report given by Jessica Buhrman. Monthly statistics attached.

**Treasurer's Report / Budget Review:** Checks needing signatures were presented to be signed.

**Correspondence:**  None

**Old Business:** Construction bids to date were shared. Discussion was held on the option presented & the Director Jessica shared her opinion of which option she felt was the best course of action based on the needs of the Library to be met. Funding possibilities were discussed as the fundraiser held in Oct did not go as hoped. All current Horton Library accounts were discussed & reviewed on what their current balances were & what balances were earmarked for specific spending needs & which were available to use for the construction needs. The Library does not currently have enough funds to cover the needed construction, but it must be done, so the Library needs to act now. We should use the funds we have available that are not earmarked as well as close out our building fund account to have the deposit, then concentrate on finding funding from other sources, even perhaps a direct request campaign from the community for the remainder of the funds. The chosen contractor DC Solutions require a partial payment to hold a date of construction (which is believed to still be set for February) and it is believed the work should take about a week. This amount would be $13,000 of the current estimated bid of $28,238 thousand dollars needed to complete the construction, with the remainder of $15,248 due upon completion of the project. Part of this bid is an open amendment that if additional work is needed & found during the construction that it can be approved verbally upon discovery by the contact for our organization (the Director). So we also need to be prepared & aware of possible additional fees. Any painting for the wall & facility after the work is completed can be done by volunteers or local school programs to save us money on that area, so it was removed from the last bid. It was recommended consensus to take 4 thousand from the Giving Day Foundation account at NEKLS. To empty out the $448 dollars in the Building Fund & close that account. Then split the rest from the Capital Improvement Fund at about $10,000 and the Fund at Union State Bank for multiple funds sub sections listed within it that are earmarked leaving only about $22,000 to work with. It is a consensus of discussion to focus first on the needed deposit amount of $13,000. Cathy Gordon motioned that the Library close the Union State Bank building fund for $448.35 or however much the current balance is with interest, and then for the remainder of the amount needed for the deposit of $13,000 to split between the account at GN Bank & Union State Bank being approximately $1574.17 each as well as $4000 from the NEKLS Foundation Fund. Gil Bunning Seconded the motion. Motion carries unopposed.

Until this work is done we are restricted on our ability to open the facility. Due to the issues, if we were to open we would have to make a health statement, which would explain the risk of possibility of people having effects who may be easily susceptible based on health issues. This release would have to make people aware of our lack of liability if these effects were to occur. It is the Director’s opinion that this is not the course of action we should follow, Tammy Shoemaker Board Chair states a similar feeling. Also due to current COVID spikes & situations it is the general consensus feeling that we should not have the facility open anyway. It may be appropriate to consider even limiting services further; reverting to closure or non-operational status. It was also shared again by the Director the concern for future needs for the roof as there is an obvious crack in the wall in the main lobby area & it has been progressively showing incoming water damage. It is believed that the roof was last done in 1999-2000.

Reported by Lynn Allen –Board Member that the Roger & Wolfe Grant would not help with our construction needs as they are considered a Capital Improvement project, so we will need to use that grant option for other needs.

Discussion was held regarding any known history of the WPA dolls & how to find out more about how they originally came to us here at the Library.

Library circulation policy update to Policy O-1 discussed to include needed changes for the Hotspots & Electronic Lending of Equipment. The full changes needed were read aloud. Discussion was held by board members. Clarification was given as to what funds were used to cover the fees for Hotspot service, which would be from the Materials fees which we are required to spend each year as part of our accreditation. As well as changes to the TV series section of the policy in regards to checkout regulations & Koha cataloging. Gil Bunning made the Motion to update and accept the Policy O-1 the changes needed for the electronic Hotspots. Lynn Allen seconded the motion. Motion carries unopposed.

Library policy update for E-12 Smoking policy change to the wording. Added was the words “and its grounds” to the policy. No questions were presented. Cathy motioned to accept the changes to E-12. Connie Shippy seconded the motion. Motion carries unopposed.

Library Policy O-6 patron conduct. Changes & updates were proposed regarding how required Medical Procedures may affect patron conduct, as well as many updates regarding Unaccompanied Children over several subsections. The unaccompanied minor policy section needs updated due to the laws of the state of Kansas for children 10 & under being legally required to be under the care of a guardian at all times, as well as statutes regarding children being unaccompanied at all during school hours. Discussion was held regarding these changes & how to make them equal & fair for Library service access while still meeting legal requirements. Updates were proposed on changes of wording for the Closing Time section of this policy to include legal requirements of uncared for children. Discussion then held on the addition of Medical Procedures section. After all discussion & board member comments & concerns it was suggested to table this discussion & policy change till the next board meeting. When we review it is requested each member have a copy to review it.

Bank Card Authorization was then discussed. Director Jessica Buhrman requested the authorization to apply for and use a bank card tied to the GN Bank Checking account for the use of Library needs & functions. Currently Jessica has been using her personal funds & accounts to purchase items in public & online that do not accept bank drafts, or invoiced checks. Board Chair Tammy Shoemaker suggests that if a card is to be approved a limit be set to $500 daily, if not it would automatically be $1000 daily. She also suggests all receipts would be made available immediately for all debit purchases. Gil Bunning makes the motion to tie a bank debit card to the GN Bank Checking account with the responsible party being named on it as Jessica Buhrman with a set daily limit of $500 & receipts to be presented for all purchases made. Cathy Gordon Seconds the motion. Motion carries unopposed.

Payroll pay period changes suggested & discussed. At the beginning of the year our payroll changed from monthly to bi-monthly (1-15 & 15-30/31). This has worked a lot better for the staff and for payroll needs, although sometimes difficult to obtain signatures for checks as it rotates on the days of the week. Director Jessica Buhrman suggests another change be made; this being to a true bi-weekly payroll setup. This would mean that the pay period would always end on the same day & the pay day would always be on the same day. This would make it every other week on possibly a Friday or Wednesday to avoid Holidays throughout the year if possible. This would make each pay period slightly different on number of days that it would include as well as add a few pay checks to the year for the months that have extra weeks tied into them. Wednesdays were suggested for the ability to align occasionally with board meetings to possibly acquire signatures. Connie Shippy makes the motion to change Library payroll from bi-monthly to bi-weekly and schedule it for every other Wednesday. Crystal Willich seconds the motions. Motion carries unopposed.

Board Member Connie Shippy departs the meeting at this juncture.

Discussion was held regarding prior “Informational Meeting Minutes”, it was suggested to return to those documents & update them with the statement of “No Business Conducted”. Board Vice-Chair asked the question of whether or not we were considered a city board, as she had seen that currently all city board meetings had been cancelled. Even though we are a municipality of the city & we get our funding from the city, they do not consider us a “city organization”; also as a Public Library we are of course required by Kansas statute to obtain & function our own Board of Directors.

Discussion on items from Directors Report:

Community Food Share Distribution; this will go through Dec 17th with the week of Thanksgiving not having a delivery. We will only be getting a half shipment of about 720 boxes instead of the past amount of 1400 boxes. The USDA has asked us to try to switch to a more “touchless” system. This would be to promote a “self-serve” system. Aid to those who are Seniors or Disabled is fine, but we need to try and get those who can grab their own boxes to do so. This will hopefully limit the amount of time we are “climbing” around people’s vehicles to load them up. Questions were posed in the public recently about how the program worked and who was eligible, as well as comments about its effect on local business’s. All reports to Director Jessica Buhrman have been positive & gracious. The only negative report or concern was read from an individual’s statement in the local paper. Previous employee & retired teacher Carolyn Olsen recently shared with Jessica her opinions as well as discussions she has had with local business’ and community members, all of which were positive and did not feel any intervention was warranted to circumvent or change the program & how it works. Jessica’s concern for local business affect is limited as several of those business’s mentioned have aided the program in some way. Also as we are getting many people from neighboring communities and counties we are pulling business to those local stores. Jessica Buhrman reports that many people who have been waiting in lines on the morning of the events have reported that they stopped for gas, breakfast, snacks and so on here in Horton. Also she has picked up the refuse from the local stores along the parking lot & distribution path each week when the event is over. Cathy Gordon requested if youth from the Middle School would be able to come & volunteer. Jessica Buhrman stated that would be great & they are more than welcome.

Statement was read sharing that Carolyn Olsen was chosen for the Kansas Library Personnel Presidential Award, her plaque arrived here at the Library, sadly after her zoom meeting award ceremony on Oct 29th. The Bunnings joined her for that ceremony. Many of the comments that were added to her nomination came from community Facebook comments from when the Library honored her for her years of service & named her Ambassador of Special Collections. Carolyn sent us several Thank you cards and some flowers for Jessica Buhrman for nominating her for the award as well as to Staff Alicyn Willich for aiding her with the zoom meeting ceremony. Several board members expressed their excitement and well-deserved comments for Carolyn. Several board members share suggestion that Carolyn be considered & discussed with for her to possibly join the Horton Library Board. All feel she would be a tremendous asset. There will be several positions open. Board Chair Tammy Shoemaker stated she would even gladly turn over her seat on the Board prior to her term expiration in April to Carolyn.

**New Business:** None

**Adjourn**: Motion was made by Cathy Gordon, seconded by Crystal Willich to adjourn. Motion carried. Adjournment at 6:15pm Next meeting will be Dec 9th at 4pm, via zoom & in person.