**Tonganoxie Library Board of Directors**

**March 14, 2018 - Meeting Minutes**

**Library Board Attendees:** Angela Bowlin, Allyson Brumley**,** Jake Dale, David Frese, Brian Manus, Brittany McWilliams, Teri Morgan, Steve Skeet, Meagan Vestal

**Also Present:** Nicole Holifield (Library Director), Michelle Kaiser (Benson Method)

**Absent:** Hayley Wells

**Call to Order**: Meeting called to order at 7:07pm by Skeet.

**December 2017 Minutes** – Vestal moved to approve the January minutes. Frese seconded. Passed unanimously.

**Agenda** – Frese moved to approve the agenda. Vestal seconded. Passed unanimously.

**Committee Reports**

**ADA Situation –** Holifield informed the board about a situation that had occurred regarding an ADA compliance complaint. While NEKLS as well as Keyta Kelley agreed that she had proceeded correctly, she wanted to let us know in case any questions or concerns were brought to the board.

**New Building Committee –** Michelle Kaiser, the library’s owner’s representative in the building project, gave the board an update regarding the new building project. She stated that after talking with JE Dunn and Sapp Designs, it is believed that the library will be able to build no more than a 12,000-square foot building with the $3.75 million the city has granted the project, and that only includes the actual structure of the building and not what will be needed for the inside of the building (furniture, shelving, etc). Kaiser explained that additional funds / fundraising would be needed to supply those items. At that time, Frese reported that the feasibility study that was conducted indicated that we would be able to raise approximately $125,000 at best with fundraising with an additional $60,000 in possible grants. Since the board was hoping and planning for at least a 16,000-square foot building, the idea of creating a building that was capable of being expanded at a later date as well as one with flexible space indoor and outdoor would be important.

Kaiser also reported that the city is planning to sell the bonds towards the end of April and then has six months to start spending the money, so they are extremely motivated to see action on the project; however, no contracts can be or will be entered into until a site location is confirmed.

*Executive Session* – Frese moved to enter Executive Session to include Holifield and Kaiser for the purpose of discussing land acquisition for no more than 15 minutes. Dale seconded. Passed unanimously. Executive Session was entered at 7:31pm. Dale motioned to exit Executive Session. Bowlin seconded. Passed unanimously. Executed session was exited at 7:52pm with no action taken.

Finally, there was discussion to reduce the size of the New Building Committee to include one representative from each interested entity to help with the group’s efficiency; it was suggested that the following representatives be the members: Jill Breuer (Foundation), Brian Manus (Library Board), Michelle Kaiser (Library’s Owner Representative) and Nicole Holifield (Library Director). It was agreed, and Skeet appointed the representatives.

**Finance Committee Report**: Holifield reviewed the financial report with the board and clarified a few items on the report. Skeet moved to approve the Treasury Report. Vestal seconded. Pass unanimously.

**Personnel Committee Report**: The Personnel Committee reported that our accreditation requires a policy regarding KOMA (Kansas Open Meetings Act) and KORA (Kansas Open Records Act). The current policy already had a policy for KOMA; however, KORA was missing, so the committee submitted a proposed addition to the policy manual to include KORA. Frese moved to approve the addition of the proposed KORA policy into the library’s Policy Manual. Brumley seconded. Passed unanimously.

**Grounds Committee Report**: Frese asked if anyone knew of anyone who might be willing to donate mulch to the library for the grounds. Morgan indicated Home Depot is great about donating to 501c3s and veterans. Frese will look into this possibility.

**Library Run**: The Library Run’s USA Track and Field certification expired at the end of 2017. The Friends of the Library decided to recertified the same route now and will recertify it when a new library is built since a new location will alter the route used and therefore need to be certified. Frese indicated that he will be working on sponsorship information next week and asked anyone who had potential sponsors to let him know.

**Friends of the Library**: Frese referred to the Feasibility Study indicating less than had been anticipated would be able to be fundraised and that the Friends of the Library are compiling a list of potential ‘in-kind’ donation resources (chairs, cement, landscaping, etc) to help ease some costs. He requested that anyone who knows of any potential ‘in-kind’ donation donors to let the Friends of the Library know.

Frese also reported that the Friends of the Library Book Sale will be May 4-6th in conjunction with a membership drive which will allow anyone who pays for a Friends of the Library membership ($10) access to the Book Sale the night before it opens as an incentive.

**Director’s Report**: Holifield encouraged members to peruse the report.

**New Business**

The new business items were addressed above within the New Building Committee Report to include the update and feasibility study results.

**Adjournment**: Frese moved to adjourn the meeting. Bowlin seconded. Passed unanimously. Skeet adjourned the meeting at 8:26pm.