**Tonganoxie Library Board of Directors**

**December 20, 2017 - Meeting Minutes**

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

**Also Present:** Nicole Holifield (Library Director)

**Absent:** Meagan Vestal

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

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

**November 2017 Minutes** – Morgan moved to approve the November minutes. Manus seconded. Passed unanimously.

**Committee Reports**

**New Building Committee –** Frese explained that the city councilapproved the process for bond sales and passed unanimously for the $3.7 million. Incoming council members were also asked for their view, and they all agreed. Ward mentioned the idea of giving a portion of any surplus tax revenue to the library in any year that may occur. The only council member who said anything was Oroke who opposed it.

Holifield explained that city representatives and her will sit down to outline specific roles and responsibilities to help move the process more easily and clearly.

It was also mentioned that the library has decided to hire a Project Manager for the project.

There will be a feasibility study around how much we could potentially fundraise in addition to the money we will get from the city.

**Executive Session** – Frese moved to enter Executive Session to discuss acquisition of property for no longer than 10 minutes. Manus seconded. Passed unanimously. Executive session was entered at 7:21pm. Executive session was exited at 7:39pm and no action was taken.

**Finance Committee Report**: There was no finance committee meeting for the month. Skeet explained that some of the budget categories are showing as extremely high or over because Holifield is working on appropriately coding items to get an accurate reflection of spending.

Holifield proposed giving Christmas bonuses to all the employees for a total of $750.

Frese moved to approve an end of the year bonus in the amount of $150 to the director. Manus seconded the motion. The motion was passed.

Frese moved to approve the financial report. Wells seconded. Passed unanimously.

**Personnel Committee Report**: McWilliams reviewed the changes made since the last meeting and suggestions from the lawyer regarding the Policy Manual. Morgan moved to approve the Policy Manual as a whole. Brumley seconded. Passed unanimously.

**Grounds Committee Report**: Holiday lights are up. They will be removed shortly after the holidays.

**Library Run**: No report.

**Foundation** – Met last night and created a list of potential donors that could be interviewed by the fundraiser.

**Friends of the Library** – No meeting for December. Approximately 100 kids showed up for photos with Santa. Conversation occurred around the idea of some ladies who have contacted Skeet to host a bake sale. Additional conversation occurred around the possibility of also hosting a chili or barbeque cook-off to raise funds. Frese will contact the ladies to initiate this idea.

**New Business**

**Holiday Schedule –** Holifield submitted the proposed holiday schedule. The only change is an additional Inservice Day.Bowlin moved to accept the proposed 2018 Holiday Schedule. Wells seconded. Passed unanimously.

**Capital Improvement Transfers –** It was discussed that with the additional costs of air conditioning and heater that were incurred this year, the board would not approve any capital improvement cost transfers.

**2018 Board Meeting Schedule:** Skeet proposed moving the board meetings to the second Wednesday of the month to allow a more pro-active approach with conversation revolving around upcoming events versus reflecting on events that have already occurred. Brumley moved to move the Board meeting to the second Wednesday of the month. Wells seconded. Passed unanimously.

**Fundraiser Update:** The Friends of the Library has requested that the Board pay for half of the cost of the Fundraising Consultant. Dale motioned to pay up to 50% or $4,000, whichever is less, for fundraising costs. Wells seconded. Passed unanimously. Any additional costs would be the responsibility of the Friends.

**Strategic Plan** – Holifield has spoken to NEKLS about creating a Strategic Plan. She informed us that it will take 3-4 hours to complete. It was decided to schedule this during our January meeting.

**Adjournment**: Frese moved to adjourn the meeting. Bowlin seconded. Passed unanimously. Skeet adjourned the meeting at 8:48pm.