

## **Tonganoxie Library Board of Directors April 19, 2017 - Meeting Minutes**

**Library Board Attendees:** Jake Dale, David Frese, Megan Garren, Brittany McWilliams (7:12), Brian Manus, Teri Morgan, Steve Skeet

**Absentees:** Patricia Duvall

**Also Present:** Nicole Holifield (Library Director) and George Brajkovic (City Manager)

**Call to Order:** Meeting called to order at 7:10pm by Garren.

**Public Forum:** City Manager George Brajkovic updated the board on the sales tax question. It's his opinion that the board was given incorrect information that the sales tax would bring in \$7.2 million. He estimates after financing the amount will be closer to \$5 million. Brajkovic suggested the board look into "design-build projects" from competing architects. He gave some suggestions in submitting an RFQ. Holifield said she would draft an RFQ to be submitted to and approved by the board in the coming days.

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

**March 2017 Minutes** – Frese identified an additional zero in '2017' in the 4<sup>th</sup> paragraph. Frese moved to approve the March 2017 minutes. Morgan seconded. Passed unanimously

### **Committee Reports**

**Finance Committee Report:** Treasury Report was presented. Morgan explained that Holifield has started including notes within the Treasury Report to help make it even more clear and to have a running record of items of interest. Morgan also indicated that expenses are down from last year and especially in the payroll category, so it should be good to see how that continues.

Skeet moved to approve the Treasury Report. Frese seconded. Passed unanimously.

**Personnel Committee Report:** The committee has not been able to meet since the last meeting, but one will be scheduled soon.

**Grounds Committee Report:** Frese has pulled some weeds on the property and informed us that the mowing services have commenced for the season. There is a proposal for the ground space on the other side of the parking lot. This will be addressed in the New Business portion.

**Library Run:** Frese is working on compiling the sponsorship list. Once that is completed, we will work together as well as with the Friends, Foundation and Staff members to divvy up names of potential donors to contact.

### **New Business**

**Community Garden:** Holifield presented the idea of potentially developing the 'grassy knoll' area on the other side of the parking lot into a Community Garden. She talked about the idea of creating 12X12 raised beds in a fenced in area to 'rent' out to community members for \$25 to allow them to grow their produce there. Holifield has contacted DigRite and had them mark for utilities as well as spoken to the city to make sure the idea would follow all city ordinances, and it does. Holifield asked if this was something we were interested in pursuing. We discussed possibly asking Himpel lumber to donate some of their 'scrap' lumber to build the beds as well as looking in to a Home Depot grant for this type of project. Holifield was going to do both of these things. The possibility of asking some Boy Scouts to assist with the build was also discussed. The time-sensitivity of the project was recognized and discussed.

Frese moved to allow no more than \$1,000 to be used from the Building Fund Budget to build a Community Garden on the library's property. Skeet seconded the motion. Passed unanimously.

**Next Steps for New Library:** Discussion occurred around Mr. Brajkovic's ideas and suggestions presented previously as well as continued conversation around potential locations. It was determined that we would go ahead with the submission of a Request for Qualifications (RFQ) to several firms in the area to see what we get back. We will then discuss more solid plans for the future library and location to present to the City Council at a future meeting.

**Director's Report:** Holifield encouraged the board to review the report she had submitted. Discussion occurred reviewing some of the highlights.

**Adjournment:** Frese moved to adjourn the meeting. Skeet seconded. Passed unanimously. Garren adjourned the meeting at 8:55pm.