**Tonganoxie Library Board of Directors**

**May 9, 2018 - Meeting Minutes**

**Library Board Attendees:** Angela Bowlin, Allyson Brumley**,** Jake Dale, David Frese, (arrived 8:05), Brian Manus, Brittany McWilliams, Steve Skeet, Meagan Vestal

**Also Present:** Nicole Holifield (Library Director), Michael McDonald (NEKLS), Jayma Zook (Youth and Adult Programming)

**Absent:** Teri Morgan, Hayley Wells

**Call to Order**: Meeting called to order at 7:05pm by Skeet.

**April 2018 Minutes** – Vestal moved to approve the April minutes. Dale seconded. Passed unanimously.

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

**Public Forum** – Michael McDonald from NEKLS presented Holifield with Applied Public Library Education (APPLE) certificate for her work in this statewide training program for new library directors.

**Committee Reports**

**New Building Committee –** Holifield informed the board that contracts had been swapped between the City of Tonganoxie and Tongie Five, LLC regarding the purchase of the land at 4th and Shawnee. Everyone is hopeful that final documents will be completed, approved, and presented to the City Council by their first meeting in June. Then work can begin on the designing of the project.

**Finance Committee Report**: Holifield reviewed the financial report with the board. She indicated that the library is currently about 4% over budget; however, there were a few reimbursements (a couple from the Friends of the Library as well as the e-rate rebate) that still need to arrive and be applied. She still feels everything will still be fine in the end.

**Personnel Committee Report**: Holifield informed the board that she had presented the resolution to allow alcohol at the monthly painting nights to the city, and it was approved. Holifield then presented a draft of guidelines for these events and requested a meeting with the Personnel Committee to review and finalize those guidelines before the fliers are created.

**Grounds Committee Report**: No report.

**Library Run**: Frese is still working on this project. He requested that if anyone knows of any businesses to ask about sponsorship to let him know.

**Library Foundation**: Holified stated that four new members were joining this group this month. They are also compiling a list of potential people / businesses that might be interested in donating some type of good to the library for the new build.

**New Business**

**Employee Benefits – IT Coordinator**: Holifield requested tabling this issue until more information regarding the mill levy is available.

**Officer Appointment**: Discussion occurred regarding the appointment of officers. The floor was opened to any nominations. Vestal motioned to approve the reappointment of all current officers to their current positions. Brumley seconded. Vote was taken (Yay - Bowlin, Brumley**,** Manus, McWilliams, Skeet, Vestal; Nay – Dale). Motion passed.

**Communication**: Holified raised a concern regarding a lack of reciprocal communication from board members. Discussion occurred.

**Director’s Report / Updates**

**Director’s Report**: Holifield reviewed her report that had been submitted.

**Meet the Staff:** Each month a new staff member will be attending our meetings and ‘introducing’ themselves as a way for the board to get to know the staff even better. This month’s staff member was Jayma Zook.

**Adjournment**: Wells moved to adjourn the meeting. Bowlin seconded. Passed unanimously. Skeet adjourned the meeting at 8:36pm.