

Tonganoxie Library Board of Directors May 17, 2017 - Meeting Minutes

Library Board Attendees: Jake Dale, David Frese, Megan Garren, Brittany McWilliams, Brian Manus, Teri Morgan, Steve Skeet

Also Present: Nicole Holifield (Library Director)

Resignations: Patricia Duvall has resigned from the board since the April meeting.

Call to Order: Meeting called to order at 7:08pm by Garren.

Agenda – Garren moved to add Executive Session for RFQ review, Board Member applications, and Board Policies and Procedures. She also moved to add a review of start date for members to make sure they are up-to-date. Dale moved to approve the agenda with recommended additions. Skeet seconded. Passed unanimously.

April 2017 Minutes – Skeet moved to approve the April 2017 minutes. Manus seconded. Passed unanimously

Committee Reports

Finance Committee Report: Treasury Report was presented. We have received 54% of the budgeted Ad Valorem. Holifield indicated an error of \$99.00 out of Capital Improvements that should be out of General Fund-Building Maintenance account. It will be corrected in Quickbooks.

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

Dale also presented conversations around potentially assisting Holifield with her Masters in MLS if there were additional funds available. No discussion or action was taken regarding this issue.

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

Grounds Committee Report: Ground has been broken on the Community Garden and working to get a spigot for the water and a fence. Holifield has been working on getting bids for a fence. Manus indicated that he would help build the fence over Memorial Day weekend.

Frese also requested to have Holifield look in to getting a changing table in the men's restroom.

High school students came out on Service Day and pulled weeds around the library.

Library Run: Entries are higher than last year. Sponsorships are a bit behind what they were last year. Absolute final deadline is Monday, May 22nd for sponsorships to be added in materials and on the shirt. Dale volunteered to touch base with any businesses that have not been contacted yet.

New Business

Board Member Terms – Frese will review previous terms and expiration dates to determine appropriate term dates for current board members.

Board Officer Elections: Conversation occurred regarding interest in offices. Frese moved to nominate Skeet as President, Dale as Vice President, and McWilliams as Secretary. Morgan would remain as Treasurer due to cost of bonding. Manus seconded. Passed unanimously.

Potential Name Change: Frese brought up that with the new library we will probably be looking at updating our logo, stationary and such. With that he also brought up the potential a possible name change to showcase our vision of the library being for the community and not just the city. He also indicated that there may be some financial benefits to becoming a district library. He will investigate this topic a bit more to determine feasibility.

2018 Budget: Budget needs to be submitted to the city by the end of July. Holifield will create a draft to present at the next Finance Committee meeting and then to the entire board at the June meeting.

Nominations for Library Foundation: Garren informed the Board that Jason Ward and Diane Minear have stepped down as directors of the Foundation but that Sheila Wagomon and Megan Gilliland were interested in taking their places. Frese moved to approve them as directors of the Foundation. Skeet seconded. Passed unanimously.

New Board Meeting Dates: It was proposed to move the board meetings to the 2nd Wednesday of the month. Holifield indicated that the Water Board actually meets at 6:30 on the second Wednesday of the month. Skeet will contact that organization and see if moving days would be possible.

MLS Discussion: Comparisons for MLS degrees were presented to the board. Discussion occurred

Executive Session: Garren moved to go to Executive Session to discuss purchase of land for no longer than 15 minutes. Manus seconded. Passed unanimously. Executive session was entered at 8:30pm.

Skeet moved to exit Executive Session. Manus seconded. Passed unanimously. Executive Session ended at 8:58pm. Let the record show that no action was taken in Executive Session.

New Building Committee: Dale made a motion to form a committee to create recommendations to the board regarding the RFQ and new building process until occupancy of the new building. Discussion occurred. Frese seconded. Passed unanimously.

Director's Report: Holifield reviewed her report. Discussion occurred regarding some of the highlights.

City Council Meeting: Frese mentioned that at the last Library Foundation meeting that it was discussed to alternate attending city council meetings for representation. Foundation will have representation at the 2nd meeting of the month (3rd Monday) and the Library Board will have representation at the 1st meeting of the month (1st Monday).

Executive Session: Garren moved to enter Executive Session to discuss Board conduct for no more than 20 minutes. Skeet seconded. Passed unanimously. Executive Session was entered at 9:19pm.

Garren moved to exit Executive Session. Dale seconded. Passed unanimously. Executive session ended at 9:41pm. Let the record show that no action was taken.

Executive Session: Garren moved to enter Executive Session to discuss Board Member applications for no more than 20 minutes. Skeet seconded. Passed unanimously. Executive Session was entered at 9:42pm.

Garren moved to exit Executive Session. Skeet seconded. Passed unanimously. Executive session ended at 9:53pm. Let the record show that no action was taken.

Resignation: Frese indicated that he will be resigning from the board.

Adjournment: Dale moved to adjourn the meeting. Frese seconded. Passed unanimously. Garren adjourned the meeting at 9:55pm.