



Tonganoxie Public Library Board of Trustees
Meeting Agenda for January 18th, 2017

Public Forum

Consent Agenda

Correction and Review of 2016 December Board Minutes

Committee's Reports

Finance

Personnel

Grounds

Library Run

Discussion items and new business

- ¾ Sales Tax Campaign Updates
- Holiday/Vacation plan
- Library Run
- IT Position
- Reforming of Committees

Treasury Report

- Presentation of 2016 December Financial Reports

Overview of Director's report/statistics

Adjournment

Upcoming Dates

- Library Foundation Meeting: 7:00pm Wednesday February 1st, 2017- Community Room
- Finance Committee: 6:30 pm Wednesday February 8th, 2017 –Library Office
- Library Board: 7:00pm Wednesday February 15th, 2017- Community Room

Megan Garren– President; Steven Skeet - Vice-President; Brittany McWilliams– Secretary; Teri Morgan, Treasurer;
Patricia Duvall, David Frese, Jake Dale, Brian Manus, Jason Ward, J.D., -Mayor

Tonganoxie Library Board of Directors and Library Foundation

January 18, 2016 - Meeting Minutes

Library Board Attendees: Jake Dale, Patricia Duvall, Nicole Holifield (Library Director), David Frese, Megan Garren, Brittany McWilliams, Brian Manus, Teri Morgan, Steve Skeet

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

Agenda – Frese moved to amend the agenda to place the Correction and Review of December 2016 Board Minutes to take place after the Discussion Items and New Business and to approve the agenda with that correction. Duvall seconded. Passed unanimously.

Finance Committee Report: Treasury Report was presented. Discussion to review the possibility of moving monies from the General Fund to the Capital Improvements Fund at the end of the year since we are unsure what expenses we are going to encounter this year with the possibility of a new library. Everything else seemed to be as expected. Skeet moved to approve the Treasury Report. Frese seconded. Pass unanimously.

Personnel Committee Report: Frese stated he will review the policy manual to determine discrepancies between the multiple editions and then review meeting minutes to determine the most up to date policy.

Holifield requested a meeting to be scheduled with the Personnel Committee to review some issues that have arisen.

Grounds Committee Report: Frese shared that the flag had gotten wrapped around the flag pole a while back and wouldn't become unwrapped, so the fire department was called to fix it. Frese also shared that an individual who is also a fire fighter hung Christmas lights on the building for the holidays. It has been quite a while since the library has had Christmas lights and many people really enjoyed seeing them. It did cost \$300; there was discussion around whether we could get it any cheaper in the future and still get quality with minimal liability. It was decided to keep it in mind for future projects.

Library Run: Frese shared that he had received a contract from Race Day Timing requesting a signature from the Race Director. The decision was made to have Frese serve as the Race Director. He will sign the contract and return.

3/4 Sales Tax Campaign Updates: Frese moved to rescind the \$4,000 transfer from General Fund to the Friends Account that was approved in the December 2016 meeting. Skeet seconded. Passed unanimously. This money will be transferred back immediately.

Discussion occurred around whether we as members of the board should be involved in advocating for the sales tax vote coming up since there seemed to be a bit of a lack of clarity on the issue. Overall, it was decided that it is our obligation as a board to share the information with our friends and family to get the word out; however, we are not to campaign strictly for a 'yes' vote (i.e. go door-to-door).

Holiday / Vacation Plan: Holifield presented holiday schedules for three additional libraries nearby and a proposed holiday schedule for the 2017 and 2018 years for Tonganoxie Library. Discussion occurred around the requested dates, and the following was proposed by the board for 2017...

Closure Days – New Year's Day (1/1), Easter (4/16), Memorial Day (5/29), Independence Day (7/4), and Labor Day (9/4), Staff In-Service Day (10/6), Thanksgiving Eve (11/22) – close at 5:00m, Thanksgiving (11/23), Christmas Eve (12/24) and Christmas Day (12/25).

It was decided that the library still needed to be opened; however, the board felt it would be appropriate to offer double-time pay to the employees who work those days.

The 2017 schedule will be voted on at the next board meeting.

Finally, it was determined that it is important to revisit the Holiday Schedule each year, so no decisions were made for 2018.

IT Position: Holifield expressed that since we have terminated our contract with Link Lite, hiring a Support Technician would be beneficial. She presented a job description for this position. The board agreed that it was needed, would be a part-time position, and receives an hourly rate of \$10/hour. The board requested that this position could be posted for the minimum 2 weeks for applications.

Reforming Committees: Manus chose to serve on the Grounds Committee.

Correction and Review of December 2016 Board Minutes: Frese requested that the motion to rescind the transfer of funds to be noted in the December 2016. Frese then moved to approve the December 2016 minutes with the notation. Duvall seconded. Passed unanimously.

Director's Report: Holifield encouraged the board to review the report she had submitted. Discussion occurred reviewing some of the highlights. She also reminded us that Liz's family could really use some meals / snacks since her cancer has come back. Holifield also reminded us that Jim Morey had passed away on Tuesday and that flowers will be sent, but she was curious if a memorial of some sort is something the board would like to do and some possible ideas if so. The board decided to take some time to think of some possible ideas.

Adjournment: Manus moved to adjourn the meeting. Skeet seconded. Passed unanimously. Garren adjourned the meeting at 9:11pm.