**Tonganoxie Library Board of Directors**

**April 11, 2018 - Meeting Minutes**

**Library Board Attendees:** Angela Bowlin, Jake Dale, Brittany McWilliams, Teri Morgan, Steve Skeet, Meagan Vestal and Hayley Wells

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

**Absent:** Allyson Brumley**,** David Frese, Brian Manus

**Call to Order**: Due to low attendance, the start of the meeting was pushed back until quorum was met. Meeting called to order at 7:47pm by Skeet.

**March 2018 Minutes** – Vestal moved to approve the March minutes. Morgan seconded. Passed unanimously.

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

**Committee Reports**

**New Building Committee –**

Holifield updated the board on the new building progress. She and Kaiser have had multiple meetings with the city to discuss moving forward. The city has made a counter-offered to the Tongie Five, LLC for a portion of the land at 4th and Shawnee with a deadline of April 16th for a response. Holifield also updated the board about a few other pieces of land that her and Brajkovic (City Manager) have discussed and visited as potential sites if the offer for 4th and Shawnee is not accepted.

**Finance Committee Report**: Holifield reviewed the financial report with the board. She reiterated that internet portion of the budget looks disproportioned because the E-Rate has still not been applied, so it appears higher than it will actually end up being. Skeet indicated that he had received a bill for Kelley Law Offices that seemed high; however, Holifield had inquired about it and found it was actually several months’ worth of work Keyta Kelley had performed for the library and was accurate. Morgan moved to approve the Treasury Report. Vestal seconded. Pass unanimously.

**Personnel Committee Report**: The policy manual is finalized except the addition of the Strategic Plan which the board will have two years to complete and include within the manual. Holifield will post the policy manual on the library website for patrons to have access to it whenever needed. It was discussed that it would be optimal to have the Strategic Plan completed prior to moving into the new building but a little further along in the process to make sure the plan is an adequate representation of the library’s goals with the new building. It was determined the board would continue and complete the process in October.

**Grounds Committee Report**: Holified updated that only seven of the Community Garden plots currently open and that she will be sectioning off the plots on Sunday (4/15) to allow patrons to begin planting immediately.

**Library Run**: The Friends of the Library is working diligently to get things done for this project, and everything is on track. Board members will be needed the week of the run to assist in making it a smooth event.

**Friends of the Library**: The Friends of the Library continues to plan and host a multitude of activities benefiting the library.

**Library Foundation**: Holifield indicated that John Maack is stepping down from the Library Foundation and this group could use some additional members. She requested that the board consider thinking of any new member recommendations to send towards the Library Foundation.

**Director’s Report**: Holifield passed around a Thank You card for the United Methodist church. She highlighted that the Ad Valorum checks are higher than expected due to property value increases. Holifield told the board that she has been working with Kate Frick at Myers Hotel to host a Children’s / Adult Spelling Bee on Sept 1st and that Dale and Holifield were organizing some Nerd Night events at Myers as well.

**New Business**

**Benson Method, LLC Contract**: Holifield presented Michelle Kaiser’s, the library’s owner’s rep for the new building project, contract to the board as well as email exchanges between herself and Keyta Kelley and Kelley and Kaiser’s lawyer. Kelley feels comfortable with the contract; however, she wanted the board to know Kaiser’s role and that the contract stated that the library would be holding Kaiser and Benson Holdings, LLC harmless of damages and loss if there are any with the project. Vestal moved to approve Michelle Kaiser - Benson Method, LLC owner’s rep contract. Dale seconded. Passed unanimously.

**Alcohol Permission Resolution**: In response to the discussion about allowing alcohol at the monthly Art Nights at the library during a previous board meeting, Holifield reached out to Keyta Kelley as well as George Brajkovic to see if this would be a possibility and what would need to happened to allow it. She was informed that a resolution would need to be created and approved by the City Council. Holifield presented a resolution that had been previewed and approved by Kelley and Brajkovic. Vestal moved to approve the submission of the Resolution 2018-05 to the City Council for approval. Dale seconded. Passed unanimously.

**Adjournment**: Wells moved to adjourn the meeting. Bowlin seconded. Passed unanimously. Skeet adjourned the meeting at 8:25pm.