

Tonganoxie Library Board of Directors January 10, 2018 - Meeting Minutes

Library Board Attendees: Allyson Brumley, David Frese, Brittany McWilliams, Brian Manus, Teri Morgan, Steve Skeet, Meagan Vestal and Hayley Wells

Also Present: Nicole Holifield (Library Director), Mike McDonald (NEKLS)

Absent: Angela Bowlin, Jake Dale

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

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

December 2017 Minutes – Wells moved to approve the December minutes. Brumley seconded. Passed unanimously.

Committee Reports

New Building Committee – There was a meeting between the city and library representatives. It was agreed that an owner's rep should be obtained for the library project. Skeet looked in to cashing in the CDs in order to pay for Michelle's service, and the bank will not charge any fees for cashing out the bonds. Holifield contacted Golba with JE Dunn to complete a DBIA 525 to pay a lump sum to them to begin creating a schematic design. There was some concern from the city regarding the library's buying the land and that the city may be able to withhold the bonds if we move forward with that step. Skeet has been working on gaining more information regarding this issue. It was also mentioned that Michelle suggested that the library obtain their own lawyer for the project as the city lawyer's interest is the city's and not the library's.

Manus made the motion to utilize the smaller valued Certificate of Deposit to hire and pay for CBC Real Estate as the library's owner rep. Wells seconded. The motion passed with 6 yays and 1 nay.

Finance Committee Report: Nicole explained that the library just received the October Ad Valorum check and is still waiting for the December check. Holifield has been working with the city on expediting the process to reduce the delay. She has requested that the city get the check to the library within the same month the check is process. It is not believed to be an issue from the city.

Frese moved to approve the finance report. Morgan seconded. Passed unanimously.

Personnel Committee Report: No report.

Grounds Committee Report: The committee is working on hanging some art that has been donated around the library.

Library Run: The shirt design for this year's run was shown.

Foundation – There will be a meeting tomorrow (1/11/18).

Friends of the Library – The Friends group just elected new officers. If anyone has any ideas or time to donate to their efforts, please feel free to step in.

New Business

Strategic Plan – Mike McDonald from NEKLS walked through the initial steps to creating our strategic plan. This process will continue during our next meeting as well.

Accreditation, NExpress Participation, and Library Development Grant – Holifield updated the board on these items. McDonald was present as well for clarifying questions.

Adjournment: Manus moved to adjourn the meeting. Vestal seconded. Passed unanimously. Skeet adjourned the meeting at 9:22pm.