

Tonganoxie Library Board of Directors June 13, 2018 - Meeting Minutes

Library Board Attendees: Allyson Brumley, Jake Dale, David Frese, Teri Morgan, Brittany McWilliams, Steve Skeet, Meagan Vestal, Hayley Wells

Also Present: Nicole Holifield (Library Director), Howard Fields

Absent: Angela Bowlin, Brian Manus

Call to Order: Meeting called to order at 7:04pm by Skeet.

Agenda: Vestal moved to approve the agenda. Dale seconded. Passed unanimously.

May 2018 Minutes: Dale moved to approve the April minutes. Brumley seconded. Passed unanimously.

Meet the Staff: Howard Fields was present to introduce himself to the board and share a little about himself to allow the board to get to know the staff members better.

Committee Reports

New Building Committee: Holifield presented a summary of the new building progress. She presented the following:

- City came to agreement with Tongie 5, LLC. Terms and sale price were agreed to and approved at the City Council meeting on May 21st.
- Seller to provide as condition of closing;
 - ALTA survey and Plat property
 - Environmental Phase I
 - Remove and haul away asphalt and provide a soil conditions analysis
 - Prove a soil compaction / disturbance report
- Size of parcel is expected to be +/- 2 acres
- City is working to close with seller by beginning of July. The plat technically needs to be recorded in order to complete the sale transaction. The PC only meets monthly so this may not be feasible. City is reviewing their options; could they close with the survey?
- City needs to negotiate agreement with Design-Build team. MK has provided a draft agreement that had been used for the City of Merriam and City of OP design-build projects. City attorney is reviewing. The agreement has not been provided to JE Dunn for their comment at this time. Finalization of this contract could occur at the same time as the land sale.
 - City indicated they want open book, and potentially oversight into receipt of sub-contract bidding
 - MK advised the contract would likely be a 2-step process

- 1st contract would include design fees and pre-construction fees. These are proposed at \$382k for design fees and \$20k for pre-construction services.
 - Need to discuss with JED team when is a reasonable time to kick-off project design base on potential receipt of survey and anticipated closing.
- Discussed that city would like to continue with monthly meeting updates and does not intend to be involved with day-to-day programming decisions
- City would need to be involved in any budget or contract related decisions that are begin paid form the bond
- Team discussed having a late summer / fall event to announce location of the library – ‘Future Home of TPL’ maybe an unveiling at Leavenworth County Fair parade
- Discussed having the true ground-breaking event closer to construction start – maybe incorporate touch-a-truck, book fair or community related event.

Finance Committee Report: The finance committee did not meet this month prior to the board meeting. Holifield shared that after the library gets the e-rate rebate (it should be coming soon), the amount over budget should go down about 3%. Holifield is waiting on the 2018 Mill Levy rate in order to create next year’s budget. Frese moved to approve the financial report. Dale seconded. Approved unanimously.

Personnel Committee Report: No report.

Grounds Committee Report: Grass is dying, but that is all over due to the heat and no rain.

Library Run: The Library Run was held on June 8th this year. There were a total of 140 participants that registered online, and Frese still has a stack of physical registrations that are not included. So, there were probably 175-200 registered participants; however, only 118 people actually participated in the race on race day. All fees were able to be paid with the monies that were raised.

Frese shared that there is talk about another run during the sunflower week. He stated that the conversation is around having multiple ‘hosts’ of the run. More information will be provided as those conversations continue.

Library Foundation: Frese shared that the Library Foundation has several new members, so they are all getting familiar with the foundation and waiting to see what happens with the new building.

Skeet is still looking into finding the company who produced the Tonganoxie Monopoly to see if it would be possible to recreate the original and a new version as a fundraiser.

Friends of the Library: The Friends of the Library has been hosting several events, and the next event is Nerd Nite. The three topics being discussed at the first Nerd Nite will be rubix cube, sausage and Greek culture.

New Business

Insurance Rate Plans: Holifield presented the multiple options the current insurance company offers and her recommendation to continue offering Option #1. Frese reminded the board that the library pays for the insurance of full-time employees as a benefit; however, it is always something that could be revisited if the board ever feels it is needed. Holifield will be using these comparisons when creating the budget for next year and present the options to the board hopefully at the next meeting.

Director's Report / Updates

Director's Report: Holifield reviewed her report that had been submitted. She shared that the library is seeing an increase of concerns that the children are sharing with her and staff. Conversations occurred around how the library is addressing the concerns / issues. A few suggestions were made about some resources. Holifield also encouraged the board to peruse the other reports included as multiple are new additions. There was conversation regarding the stats that were included in the report. Holifield stated she would double-check to make sure they were being calculated correctly.

Adjournment: Frese moved to adjourn the meeting. Skeet seconded. Passed unanimously. Skeet adjourned the meeting at 8:37pm.