

# **Tonganoxie Library Board of Directors**

## **October 10, 2018 - Meeting Minutes**

**Library Board Attendees:** Angela Bowlin, David Frese, Brian Manus, Brittany McWilliams, Steve Skeet, Meagan Vestal, and Haley Wells

**Also Present:** Josh Hartley (IT), Nicole Holifield (Library Director), Mike McDonald (NEKLS), Max Wirestone (Circulation Director / InterLibrary Loan)

**Not Present:** Allyson Brumley, Jake Dale, Teri Morgan

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

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

**September 2018 Regular and Special Meeting Minutes:** Frese moved to approve the minutes for both meetings that occurred in September. Manus seconded. Passed unanimously.

**Public Forum:** Josh Hartley, the library's IT staff member, was present to introduce himself.

### **Committee Reports**

**Finance Committee Report:** Holifield reported that the finances were a bit over the month but mostly due to the replacement of the air conditioner. She also reported that she has sent a request to the city for the library to be reimbursed for the cost of replacing both air conditioner units (one this year and one last year). She indicated that she informed the city that the library would be taking the units to the new library if they did not paid for the replacement cost. Skeet requested that discussion over the financials be tabled until next month.

**Personnel Committee Report:** Nothing to report.

**Grounds Committee Report:** Nothing to report.

**Library Run / Sunflower Run:** Sunflower run raised about \$3500.

**Foundation:** The foundation is helping with organizing and running the next Nerd Night. The library is also in need of candy to hand out for Spooktacular. There will also be pictures with the Grinch on Dec 8<sup>th</sup>.

**Friends of the Library:** Nothing to report.

**New Building Committee:** Josh Hartley presented a proposal for an IT plan to be utilized in the new library. He is proposing moving to a Google Operating System. Discussion occurred. Holifield shared that the city council has approved the contract. There is a rough draft of an outline of next steps currently created. Holifield will follow up with Kaiser to make sure that draft is still relevant and will then be shared.

**Flu Shots –** Wirestone has been working with Holifield and the city to potentially set up a flu shot clinic. Representatives of the city seem extremely excited. More information will come as the idea progresses.

## **New Business**

**Strategic Planning with NEKLS** – Mike McDonald was present to finish walking us through the strategic planning process for the library. He will take the notes we constructed and create a draft plan to be shared with the board for review.

## **Old Business**

**Vacation/Holidays:** The conversation of additional pay for the Sundays before Memorial Day and Labor Day was revisited. Holifield explained that many times those dates are difficult to schedule workers because many people want to take the entire weekend off. Holifield also shared that this year employees were paid time and half on these days and getting coverage was not an issue at all. Holifield would like to have a standard policy for pay on those days. Vestal moved that any hourly employee who works the Sunday before Memorial Day and/or Labor Day will be paid at a rate of time and a half. Wells seconded. Motion passed.

## **Director's Report**

Holifield's report was reviewed and highlights were discussed.

**Adjournment:** Manus moved to adjourn the meeting. Wells seconded. Passed unanimously. Skeet adjourned the meeting at 8:17pm.