

# **Tonganoxie Library Board of Directors September 12, 2018 - Meeting Minutes**

**Library Board Attendees:** Angela Bowlin, Jake Dale, Brian Manus, Brittany McWilliams, Teri Morgan, Meagan Vestal, and Haley Wells

**Also Present:** Kathleen (Kat) Bullock, Austin Seacrest

**Not Present:** Allyson Brumley, and David Frese, Nicole Holifield and Steve Skeet

**Call to order:** Meeting called to order at 7:05pm by Dale.

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

**August 2018 Minutes:** Bowlin moved to approve the August 8, 2018 minutes. Manus seconded. Passed unanimously. Vestal moved to approve the August 2, 2018 Special Meeting minutes. Wells seconded. Discussion occurred regarding whether the wording in the MOU was actually revised as voted on in this meeting. Manus will follow up. Passed unanimously.

**Public Forum:** Austin Seacrest, a Tonganoxie Boy Scout, presented his Eagle Scout project (two wooden book carts) that he wished to gift to the library.

Kat Bullock, the new Adult and Youth Programming Director, was present to introduce herself.

## **Committee Reports**

**Finance Committee Report:** All accounts balanced, and expenses are showing as lower than this time last year. The library continues to receive a donation of \$500/month from Good Shepard Thrift Store. It was encouraged for board members to make it a point to show gratitude for this gift. Holifield obtained three different quotes to replace the air conditioner. Complete Heating and Air was the lowest bid and selected to do the work. Holifield has been set up with Kramer and Associates and will take place in late September.

**Personnel Committee Report:** Nicole took vacation from 8/4-8/20. Jayma resigned, and her last day was September 7<sup>th</sup>. Holifield posted the position and hired Kat Bullock. Holifield held two in-person interviews for the library aide and hired Aleck Schnitter. Sam Knipp resigned, and her last day was on August 10<sup>th</sup>. Crickett Ottens did not return from summer break. Caitlin's, Amazon employee, time was up, so she returned to Amazon.

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

**Library Run:** Nothing to report.

**Foundation:** Nothing to report.

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

**New Building Committee:** Holifield facilitated a ZOOM meeting between the building committee (Jull Breuer, Brian Manus, and Holifield), and Michelle Kaiser about updates with the city. Holifield also received word from Dan Porter, Assistant City Manager, on 08/14/2018 that

the City's Liability Carrier completed their assessment (including measurements, quick tour of the facility and overall condition of the building). A meeting will be occurring on September 20, 2018 with the Project Manager (Curtis Golba) at Dunn as to the next steps in the project. A few pieces were recognized as being missed in regards to getting the message to the city citizens about the progress of the project. The city has also worked out an agreement with JE Dunn and Sapp, so hopefully things will come more quickly.

### **New Business**

**NEKLS Training for Board Members:** Followed up with board members regarding the required training. All members who have watched the training need to have their information inputted in the Google Doc by September 13, 2018 to allow Holifield the ability to report to NEKLS by the deadline.

**Vacation/Holidays:** Double time pay for Memorial Day weekend and Labor Day weekend discussion is being tabled again until the next meeting since Holifield was not present for the discussion.

**Strategic Planning with NEKLS** – Holifield should schedule this for the October board meeting.

**Art Night Out** – Going to the Sunflower field and painting sunflowers. These have been extremely successful.

### **Director's Report**

Holifield's report was reviewed and highlights were discussed.

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