

Tonganoxie Library Board of Directors

November 13, 2019

Note: There was no October 2019 meeting due to the construction repairing the bathroom damage.

Library Board Attendees: Angela Bowlin, David Frese, Brian Manus (via phone), Brittany McWilliams, Teri Morgan, Steve Skeet, Meagan Vestal

Also Present: Jill Breuer (Library Foundation), Emily Held (via phone), Nicole Holifield (Library Director)

Not Present: Jake Dale

Call to order: Meeting called to order at 7:01pm by Skeet.

August Minutes: Frese moved to approve the September Board Meeting Minutes. Vestal seconded. Passed unanimously.

Agenda: Frese moved to approve the agenda. Vestal seconded it. Approved unanimously.

Committee Reports

New Building Update: Emily Held shared the update on the building. Everything is going very well and on schedule. The building is approximately 65% complete. Trilogie will be available at December's meeting to update on the interiors of the new building.

Finance Committee: There has been no committee meeting. Holifield reviewed finances. Holifield indicated that the Programs budget is not enough to finish the year. She is looking at where to remedy that with other budget lines. There was conversation regarding entering into contracts and when the board should vote on it. It was requested that the Personnel Committee review and produce a draft of a policy to be included in the Policy Manual. Morgan moved to approve September and Octobers Financial Reports. Vestal seconded. Passed unanimously.

Personnel Committee: No report.

Grounds Committee: Frese mentioned that the clock on the flag light needs to be reset to align with the end of Daylight Savings Time to make sure the shines on the flag when it is dark. Conversation regarding Christmas lights occurred; Holifield will follow up to figure out getting them put up for this year.

Library Run: No report

Foundation: Jill Breuer presented the Foundation's progress on their fundraising activity. She indicated that they had already been approaching businesses in town and have already raised approximately \$70,000. During the week of Thanksgiving, the Foundation will be opening up the campaign to the public. There will also be a push on Tuesday, December 2nd for Giving Day where donations will be matched. They are making excellent progress towards their goals.

Friends of the Library: Next meeting will be Saturday, November 16th. Goal is to recruit more people to join. Max and Nicole have been working with David to revamp the Friends. Skeet updated the board regarding the Tonganopoly game. Everything is moving and almost completed. The goal will be to have the boards ready to order before Christmas and physically available before the new building opens.

Old Business

Email Voting Summary: On September 13, 2019 Dale moved to engage the services of Trilogie for our interior design / furniture needs via email. On September 14, 2019 Morgan seconded. Aye – Bowlin, Dale, Manus, McWilliams, Vestal, Abstain - Frese

New Business

Review Lease / Contract for New Building: No examples were available; this item was moved to the December meeting.

Asana App: Josh was available for questions regarding Asana via phone. Additional conversation regarding the app will be postponed to December's meeting.

Bathroom/Storage Area Update: The bathroom has flooded again since it was fixed. Service MasterPro came and cleaned it up; however, there is discrepancy regarding the cause of the flooding. Holifield will be following up regarding this matter.

Executive Session: Bowlin moved to enter Executive Session for no more than 15 minutes to discuss Director Review Follow-up. Morgan seconded. Passed unanimously. Executive Session was entered at 8:10. Executive Session was exited at 8:18pm with no action taken.

Executive Session: Frese moved to enter Executive Session to include the director for no more than 10 minutes to discuss matters of non-elected personnel. Vestal seconded. Passed unanimously. Executive Session was entered at 8:20pm. Executive session was exited at 8:26pm with no action taken.

Director's Report / Statistics / Updates

Director's Report: Holifield highlighted items on her report as well as other updates and statistics.

Adjournment: Morgan moved to adjourn. Vestal seconded. Passed unanimously. Meeting was adjourned at 8:46pm.