

Tonganoxie Library Board of Directors May 8, 2019 - Meeting Minutes

Library Board Attendees: Jake Dale (via phone), David Frese, Brian Manus (via phone), Teri Morgan (8:09pm), Brittany McWilliams, Steve Skeet, Meagan Vestal, Hayley Wells

Also Present: Jill Breuer (Library Foundation), Reann French (Library Foundation), Nicole Holifield (Library Director)

Not Present: Angela Bowlin

Call to order: Meeting called to order at 7:16pm by Skeet.

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

April 2019 Meeting Minutes: Wells moved to approve the April 2019 minutes. Vestal seconded. Pass unanimously.

Committee Reports

Finance Committee Report: March and April's Treasury Reports were presented. It was motion and agreed to table the reports until next month.

New Building Committee: No report.

Personnel Committee Report: No report presented.

Grounds Committee Report: No report.

Library Run / Sunflower Run: Artwork has been approved for the fliers and will be printed shortly. It was discussed to add a short blip about the groundbreaking for the new library immediately after the run to the flier. Frese agreed to look into it.

Foundation: Discussion occurred with the Foundation members regarding the Groundbreaking Ceremony for the new library. It was confirmed it will occur in conjunction with the Library Run / Tonganoxie Days.

- Wells will contact Mr. Van Middlesworth about getting a small pep band to lead a ceremonial parade from the current library to the new site immediately after the run to start the ceremonies.
- The Library Foundation will contribute a massage gift card to raffle off as a fundraising opportunity.
- Holifield will look into collecting baked goods for sampling / selling fundraising option.

Discussion Items and New Business

Library Foundation Fundraising: Jill Breuer and Reann French from the Library Foundation presented a plan for fundraising efforts for the new library to include leveled naming rights that can be purchased. Discussion also occurred around hosting a Sneak Peek dinner at the new library for higher-leveled donors and as an additional fundraiser prior to the library opening.

Project Purpose Statement for the Building Project: JE Dunn has requested a Project Purpose Statement. There was discussion. The Project Purpose Statement will be “Building community around literacy, learning and life.” Holifield will submit to JE Dunn.

RFP for Branding Package – Holifield updated that she has received one official submission and verbal confirmation that there will be at least one other. A few other board members indicated they had heard of a few others planning to submit proposals, and those board members will follow up. The deadline for submitting is June 3, 2019.

Director’s Report – Holifield presented the report she had submitted. Holifield also requested that board member sign a Thank You card for the United Methodist Church for their \$828.50 donation to Chieftain Café.

Adjournment: Vestal moved to adjourn the meeting. Wells seconded. Passed unanimously. Skeet adjourned the meeting at 8:35pm.