

Tonganoxie Library Board of Directors December 11, 2019

Library Board Attendees: Angela Bowlin, Jake Dale, David Frese, Brian Manus, Brittany McWilliams, Teri Morgan, Steve Skeet, Meagan Vestal

Also Present: Sherry Agee (Board Member Applicant), Emily Arnold (Board Member Applicant), Courtney Bradley (Trilogie), Curtis Golba (JE Dunn), Josh Hartley (Library Employee), Emily Held (JE Dunn), Nicole Holifield (Library Director), Michelle Kaiser (Benson Method), Vanessa Redford (Kramer and Kramer)

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

November Minutes: Morgan moved to approve the November Board Meeting Minutes. Manus seconded. Passed unanimously.

Agenda: Morgan moved to approve the agenda. Manus seconded it. Approved unanimously.

Committee Reports

New Building Update: Emily Held shared the update on the physical building progress. Courtney Bradley gave an update on all the interiors that have been selected. Michelle Kaiser gave an update on the financials of the project. Overall, the project is moving as projected for an opening early 2020.

Personnel Committee:

- Director Review Check-In
 - Bowlin presented a summary of the review check-in that was held on December 6, 2019. Another review check-in will be held with Holifield in March.
- New Board Member Application Approvals
 - Vestal motioned to forward Arnold's Board Member Application to the mayor for consideration of approval pending an approval from NEKLS that an additional out-of-city member would be allowed on the board. Manus seconded. A roll call vote was taken with the following results: Manus (Aye), Bowlin (Aye), Skeet (Aye), McWilliams (Aye), Morgan (Aye), Vestal (Aye), Dale (Abstain), Frese (Abstain). Motion passes.
 - Frese moved to forward Agee's Board Member Application to the mayor for consideration of approval. Vestal seconded. A roll call vote was taken with the following results: Manus (Nay), Bowlin (Nay), Skeet (Aye), McWilliams (Aye), Morgan (Aye), Vestal (Aye), Dale (Abstain) and Frese (Abstain). Motion passes.
- Procurement Policy
 - The Proposed Procurement Policy was presented the board. Conditions were discussed. Morgan motioned to approve the proposed Procurement Policy with the following condition additions (contracts of 12+ months, price of contract being 50% or more of the budgeted line item, or non-emergency unbudgeted item) Vestal seconded. Passed unanimously.
- Budget Revision Policy
 - Bowlin presented the Budget Revision Policy. Discussion occurred. Bowlin motioned to approve the Budget Revision Policy as written. Morgan seconded. Passed unanimously.
- New Member Orientation
 - McWilliams presented the New Member Orientation Prezi. Discussion occurred around any additions or corrections. It was suggested that Jill Breuer could provide information for the Foundation component and David Frese for the Friends of the Library component. The plan is to create a video with the information to provide to new members.

Library Run: The Library Run will be moving to September in 2020 to coincide with the Sunflower Festival. The Book and Bake Sale raised approximately \$500. The group is concentrating on growing members currently.

Old Business

Asana Presentation: Josh Hartley presented the Asana app for delegating tasks. Bowlin motioned to implement and use the Asana app. Vestal seconded. Pass unanimously.

Tonganopoly Game: Skeet gave a summary of the Tonganopoly game progress. The goal is to have the physical games available for pick up / sale at the Library Grand Opening. If all boards are sold, the library should make approximately \$45,000. Skeet explained that he was going to need the library staff to assist with the pre-ordering of the games. Holifield was concerned about the amount of additional work this would put on the staff. Bowlin offered to meet with Holifield to strategize how to make it work.

Discussion and New Business

New Board Member Applicants: Sherry Agee and Emily Arnold introduced themselves as applicants for the board.

2018 Audit Results: Vanessa Redford with Kramer and Kramer gave a summary of the 2018 audit. There were just a few issues she outlined, but overall, the audit checked out.

CDs and Leighty Grant: Conversation occurred regarding the note #5 in the audit report regarding the Leighty grant and the restriction of the funds. Holifield will be reaching out to Shawna Gilmore to see if she can get some more information about those funds and where the funds are held to make sure the CDs are truly not the Leighty Grant funds that are restricted from use.

Treasury Report: Holifield presented the Treasury Report. Discussion occurred around expenses and her increased noting of expenses being very helpful. A few items were discussed – moving forward all travel expenses will be done via mileage reimbursement monthly; the cap and gown expense will be removed from the board expenses as it is viewed more of a personal expense versus a Continuing Education expense. Morgan motioned to approve the Treasury Report. Manus seconded. Passed unanimously.

Plumbing Invoice: Holifield shared that she was able to get the Bob Hamilton bill for the urinal fix reduced to \$300.00. Frese offered to contact the owner's wife to see if there was any way the bill could be eliminated.

Fire Inspection: Holifield presented the fire inspection that occurred on November 14, 2019. There were five items that did NOT pass inspection, and the library has 60 days from the inspection to correct them. Discussion occurred regarding how those items can and should be addressed even though the library will not be occupying the building in a few months. Holifield will work on getting them corrected.

Christmas Bonus - Dale motioned to approve a cumulative total of \$850 for ten library employees plus \$200 for the director for Christmas Bonuses for a total of \$1050 out of General Fund. Frese seconded. Motion passed.

Remaining Agenda: Vestal motioned to table the rest of the agenda to next month's meeting. Morgan seconded. Motion passed.

Adjournment: Vestal moved to adjourn. Bowlin seconded. Motion passed. Meeting was adjourned at 10:56pm.

Dale and Frese resigned from the board at the conclusion of the meeting.