

# **Tonganoxie Library Board of Directors**

## **September 11, 2019**

**Library Board Attendees:** Angela Bowlin, Jake Dale, David Frese (arrived at 7:36), Brian Manus, Brittany McWilliams, Teri Morgan, Steve Skeet

**Also Present:** Emily Held (JE Dunn), Nicole Holifield (Library Director)

**Not Present:** Meagan Vestal

**Call to order:** Meeting called to order at 7:03pm by Skeet.

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

**August Minutes:** Manus was confused with 'the building will be delivered on September 4<sup>th</sup>' wording in the meeting minutes. Manus moved to approve the August 2019 Meeting Minutes with the wording changed to 'building steel will be delivered by September 4<sup>th</sup>'. Dale seconded it. Approved unanimously.

### **Committee Reports**

**New Building Update:** Building steel was delivered to the site September 4<sup>th</sup>. The goal is to have things cleaned up by October 14<sup>th</sup> to try to seed by the end of seed season (October 15<sup>th</sup>) because the next time to seed would be April, and the building is scheduled to be turned over by the end of February. The plan is to have the building up, parking lot in and seeds growing by November 1<sup>st</sup> so all work will move indoor for the winter season. There has been a bit of a setback with Westar Energy, but Emily is working to get that finalized and power to the site as soon as possible. Overall, things are going well and below budget.

**Finance Committee:** No report

**Personnel Committee:** Holifield's review was held on August 28<sup>th</sup>. It was a good discussion with goals set for both Holifield and the board set.

**Grounds Committee:** No report

**Library Run:** No report

**Foundation:** No report

**Friends of the Library:** Trying to get guests confirmed for the next Nerd Night.

## **New Business**

**New Building Safety Orientation:** Emily Held gave the board the safety orientation in preparation of the job site visit on September 25<sup>th</sup>.

**Review Lease / Contract for New Building:** The board reviewed the proposed terms of a lease agreement for the new library. There was still concern that the city explicitly included that they would NOT be responsible for snow removal, mowing, lawn care, maintenance and repair. This is a concern because the building is owned by the city, and the board feels like it should be the responsibility of the city. Skeet will continue to work on this item.

**Logo Review:** Holifield presented the updated logos that were sent to her by Sprout. Manus moved to approve the logo presented by Sprout that included Tonganoxie Public Library (Tonganoxie larger than Public Library) with the proposed color scheme. Bowlin seconded. Passed unanimously.

**2019 Spooktacular Haunted Library:** Holifield presented the idea of doing an actual haunted library for Spooktacular this year. The board was in full support.

**FFE for the new building - RFQ:** The library received two RFQs for FFE for the new library. One was received from Benson Method and the other from Trilogie. Dale made the motion to have an email vote regarding the FFE RFQ after additional information is obtained from Trilogie. Morgan seconded. Vote was taken. Frese abstained. Motion passed.

**Employee Benefits:** Manus was interested in revisiting this topic; however, he is needing additional information from Frese before revisiting. No additional conversation occurred.

**Task Delegation App:** Skeet presented the idea of the library subscribing to a task delegation app to help the board, director, staff, etc. all stay in contact with each other to make sure tasks are getting completed appropriately by all. Holifield will check with TechSoup to see if there is any way to get something similar for free.

## **Director's Report / Statistics / Updates**

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

**Treasury Report** – The Treasury Report was presented by Holifield. Dale moved to approved the Treasury Report. Morgan seconded. Passed unanimously.

**Adjournment:** Bowlin moved to adjourn. Morgan seconded. Passed unanimously. Meeting was adjourned at 9:10pm.