

Tonganoxie Library Board of Directors April 10, 2019 - Meeting Minutes

Library Board Attendees: Angela Bowlin, Jake Dale, David Frese, Brittany McWilliams, Teri Morgan, Steve Skeet, and Meagan Vestal, Hayley Wells.

Also Present: Curtis Golba (JE Dunn), Emily Held (JE Dunn), Nicole Holifield (Library Director), Vanessa Redford (Kramer and Associates), Kate Stockton (Sapp Design Architects), Jim Stufflebeam (Sapp Design Architects),

Not Present: Brian Manus

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

Agenda: Skeet proposed two changes to the agenda: Remove the Library Foundation item as they are not in attendance and to move Vanessa Redford's presentation from Kramer and Associates to the first item being addressed. Frese moved to approve the agenda with the proposed changes. Morgan seconded. Passed unanimously.

March 2019 Meeting Minutes: Dale identified that the date in March's meeting minutes for the next Design Build team presentation was noted as April 17 instead of the accurate April 10th. Frese moved to approve the March 2019 minutes with the correction. Bowlin seconded. Dale abstained due to absence from previous meeting. Motion passed.

Committee Reports

Finance Committee Report: Vanessa Redford from Kramer and Associates presented the 2017-year audit. Overall, things looked good, and there were no major concerns. There were a few issues identified within the report and discussed. Skeet will review paperwork provided by Kramer and Associates, sign and return to complete the audit process for the year.

Skeet moved the Treasury report to next month's meeting due to time constraints.

New Building Committee: JE Dunn presented that the first round of bids was due yesterday, and there were close to thirty bids submitted; pre-engineered building (2, possibly 3), sprinkler (7), electrical (9), HVAC (4), plumbing (1). Overall, as a whole, we are under-budget so far on this section for the project. Once these bids are reviewed, suggested bids will be presented to the board for approval. The next round of bids will be due at the beginning of May.

SAPP presented the latest on the exterior and interior design process and received some feedback for a few modifications.

The plans so far have been approved by the City Council as well as the Planning and Zoning committee, so all things are moving along very well.

Project Purpose Statement for the Building Project: JE Dunn has requested some feedback and collaboration to create a Project Purpose Statement for the Building Project to use for advertisement and publicity for the project.

Personnel Committee Report: No report presented.

Grounds Committee Report: No report.

Library Run / Sunflower Run: The run is still being planned for June 8th. Frese has looked at a few different t-shirt designs and working on finalizing the packet.

Foundation: No report presented.

Discussion Items and New Business

RFP for Branding Package – Holifield has received some feedback regarding an RFP proposal for a new branding package and resubmitted to the board for approval to move forward with the process. Frese made a motion to send the RFP package for branding packages to potential companies. Wells seconded. Passed unanimously.

Mill Rate Cap and Next Steps – Discussion occurred regarding the possibility of approaching the city council regarding the Mill Rate cap currently in place. It was agreed that this is not the best time to actually approach the city council because more research needs to be done for all of the board members to become more educated regarding the current situation as well as any other potential options we may be able to consider. It was agreed that we will continue looking into this issue over the next few weeks and revisit the issue at later dates as more information is received.

Director's Report – Holifield presented the report she had submitted.

Adjournment: Dale moved to adjourn the meeting. Wells seconded. Passed unanimously. Skeet adjourned the meeting at 9:31pm.