

Tonganoxie Library Board of Directors March 13, 2019 - Meeting Minutes

Library Board Attendees: Angela Bowlin, David Frese, Brian Manus, Brittany McWilliams, Steve Skeet, and Meagan Vestal.

Also Present: Laura DeBaun (NEKLS), and Nicole Holifield (Library Director)

Not Present: Jake Dale, Teri Morgan, and Hayley Wells

Call to order: Meeting called to order at 7:07pm by Skeet.

Agenda: Vestal moved to approve the agenda with the proposed change to move the discussion with Laura DeBaun with NEKLS to the first item. Bowlin seconded. Passed unanimously.

February 2019 Meeting Minutes: Frese moved to approve the February 2019 meeting minutes. Vestal identified an incomplete sentence in the Friends of the Library section. It was identified that the sentence was to indicate a possible change in March's Nerd Night due to Spring Break. Frese moved to approve the February 2019 minutes with the correction. Vestal seconded. Passed unanimously.

Mill Rate – Laura Braun with NEKLS led a discussion regarding the Mill Rate. The Mill Rate has not been increased since 1997, and Braun advocated for the board to petition to the city for an increase in the Mill Rate. She will be working with Holifield in the coming months to prepare a presentation for the city council regarding the matter.

Committee Reports

New Building Committee: JE Dunn and the city have been working together to get the bid packets created. The interior designer came last week to discuss what could be kept from the current library to use in the new library versus what cannot be used. March 18th, JE Dunn will be going to the City Council to update on the bids. March 28th is the community forum at the VFW where the site plans will be presented. On April 17th the design-build team will come to the library board meeting to give an update.

Finance Committee Report: The Kramer and Associates representative was ill today and needed to leave work early, so she will come to April's meeting to present the audit results.

Holifield presented the Treasury Report. Frese moved to approve the financial report. Bowlin seconded. Approved unanimously.

Personnel Committee Report: No report presented.

Grounds Committee Report: A new flag is needed. Frese will look into getting a new one.

Library Run / Sunflower Run: Beginning to get permits filed with the city and insurance with Evans Insurance.

Foundation: No report presented.

Friends of the Library: Nerd Night was held in February; however, the weather made it low attendance. There is no Nerd Night in March due to Spring Break; however, it will return in April.

Discussion Items and New Business

RFP for Branding Purposes – Holifield presented an RFP that she has prepared to receive bids from vendors to design and create a new brand for the library. She took additional suggestions of potential vendors to send the RFP.

Director's Report – Holifield shared her feelings regarding the increased Mill Rate conversation from the beginning of the meeting. Holifield also shared the Director's Report that was submitted.

Adjournment: Manus moved to adjourn the meeting. Vestal seconded. Passed unanimously. Skeet adjourned the meeting at 8:57pm.