

Tonganoxie Library Board of Directors

January 16, 2020

Library Board Attendees: Sherry Agee, Angela Bowlin, Brittany McWilliams, Teri Morgan, Steve Skeet, Meagan Vestal

Absent: Brian Manus

Also Present: Emily Arnold (Board Member Elect), Jill Breuer (Library Foundation), Michelle Kaiser (Benson Method)

New Library Building Tour: Prior to the meeting, the board members were given a tour of the new building.

Call to order: Meeting called to order at 6:10pm by Skeet.

Agenda: No formal agenda was presented or approved.

West Side Patio Coverage: Discussion occurred regarding whether or not a pergola should be purchased for coverage of the patio. No motion was made to purchase the pergola. No additional action will be taken.

Foundation Report: Breuer reported that the Foundation is being extremely successful with their fundraising efforts and have raised just over \$175,000 including cash on hand and pledged donations. The current cash balance is more around \$150,000 since there are a few pledgers who have opted to make donations over a 5 year period. Discussion occurred regarding what the money being fundraised is specifically being used for and what it is not covering. Kaiser was able to answer questions that came up during the discussion. Breuer expressed that she wanted to make sure the project is still honoring the promises made in regards to what the public was told would be covered with the fundraised money.

Library Movers: Kaiser presented the bids from the two moving companies: Fry-Wagner and Superior. She also explained that the biggest differences were that Fry-Wagner was approximately \$700 less than the Superior bid, the Superior bid included placing the books on from the shelves on to carts instead of in boxes as well as unloading the boxes on the shelves in the new library. Discussion occurred regarding the movers. Kaiser shared that her understanding was that with the Superior contract and moving the books to carts, the library should still be able to utilize their current collection up to immediate before moving to the new building. McWilliams motioned to go with Superior Moving to remove books at the current library to moveable carts, move the shelves to be re-stained and back to the new library and place the books back on the shelves at the new building. The cost of this service should not exceed \$14,693.00 as bid. Bowlin seconded. Motion passed unanimously.

Proposed Timeline: Discussion occurred regarding the proposed timeline from the previous meeting. Kaiser believed the moving time could be cut down by one week. The board also wanted to reduce the time the staff will be moved into the new building before opening from nine days to three days. Kaiser was going to confirm the ability to meet the reduce moving timeframe. Once she has an answer, she will inform the board and the new timeline proposal will be shared and agreed upon via email. Breuer requested to be informed as soon as possible to be able to coordinate a Foundation event for donors prior to opening.

Executive Session: Morgan moved to enter Executive Session for no more than 30 minutes to discuss matters of non-elected personnel. Bowlin seconded. Executive session was entered at 7:34pm. Bowlin motioned to exit Executive Session. Vestal seconded. Executive Session was exited 8:07pm with no action taken.

Treasury Report: Discussion occurred regarding the December Treasury Report that was postponed for approval from the January meeting. There were some concerns regarding the report, and it was decided to request an independent consultation regarding the financials before moving forward with approving. Morgan motioned to suspend debt card usage until further notice. Bowlin seconded. Passed unanimously.

****Special Note –** Skeet contacted Dana Splichal to meet with Holifield regarding finance concerns. This meeting occurred. Splichal and Holifield discussed ways to reduce concerns which included Splichal having access to Quikbooks, Splichal completing the Treasury Report and limiting the debit card usage and implementing a petty cash. Splichal will continue to assist and monitor.

Adjournment: Agee moved to adjourn. Vestal seconded. Motion passed. Meeting was adjourned at 8:19pm.

Steve Skeet, President Date

Nicole Holifield, Director Date

Teri Morgan, Treasurer Date

Brittany McWilliams, Secretary Date