

# Tonganoxie Library Board of Directors

## May 13, 2020

**Library Board Attendees:** Sherry Agee, Emily Arnold, Angela Bowlin, Jennifer Kohl, Brian Manus, Brittany McWilliams, Teri Morgan, Dana Spichal, Steve Skeet, Meagan Vestal

**Also Present:** David Frese (City Mayor), Nicole Holifield (Library Director)

**Call to order:** Meeting called to order at 7:02pm by Skeet.

**Agenda:** Vestal moved to approve the agenda. Bowlin seconded. Passed unanimously.

**April Minutes:** Vestal moved to approve the regular April Board Meeting Minutes. Spichal seconded. Passed unanimously. Manus moved to approve the Special April Board Meeting Minutes. Kohl seconded. Passed unanimously.

### **Committee Reports**

**Finance:** Spichal presented the Treasury Report. The internet was billed to the card three separate times, so that amount was higher due to this error. We have already received the next bill, and it is showing a credit for the overage. There was also discussion regarding the comparison chart for the last two years since March and April 2020 were significantly higher than those months in 2019. Manus moved to approve the Treasury Report. Kohl seconded. Passed unanimously.

**Personnel Committee:** No Report.

**Grounds Committee:** Frese has mowed the grounds recently. He reported that it is truly a huge lot to mow and suggested possibly having some flower gardens or something in that area to reduce the amount of mowing required. Skeet mentioned possibly planting some native / wild grass. Holifield reminded the board that Emily Schloerb had contacted the library several months ago about potentially doing that exact thing, so the board will reach out to her for assistance in this project. Frese also said he will contact the Friends of the Library and Master Gardeners for potential assistance as well.

**Library Run:** It is uncertain if this event will happen this year or not. The final date to make a decision is June 12<sup>th</sup>. If we are unable to move forward with it in-person, we will look at doing it virtually.

**Foundation:** No report.

**Friends of the Library:** Friends of the Library will be hosting a Sidewalk Chalk contest very soon. They have also honored a Senior with a scholarship.

## **Discussion and New Business**

**Purple Wave Update:** The original person we were assigned with Purple Wave quit, so we were assigned another representative. An inventory list has been turned to them, and the representative will come out and take pictures by the end of the week. We will then get the start date of the auction, and it will last for three weeks.

The city is planning to hold court at the old building on May 20<sup>th</sup>; Skeet visited with Kent Heskett to determine how that would be handled with the items that are still currently in the building. Holifield indicated that there are still some filing cabinets, a box of paper to be shredded, and a large picture that still need to be moved over to the new library. Frese will ask if Public Works is able to move these items and hang the picture. Frese said he would have Kent reach out to Holifield about it. Otherwise, the board will work together to get the items moved.

**Monopoly Update:** These are still not in production. The company is in California; they are still in lock-down due to COVID-19, so they have not been able to move forward on the process.

**Board of Trustee Committees:** Due to having so many new members, the committees were reviewed for the new members, and an invitation was extended for them to join one as they feel comfortable. No decision was needed at this time; board members may indicate a preference later.

### **Reopening of Library Update:**

Holifield presented two separated proposed reopening plans – one with curbside services beginning June 1<sup>st</sup> and the other to begin curbside services on May 26<sup>th</sup>.

Kohl moved to go with the Library Reopening Plan that has a curbside start date of June 1<sup>st</sup>. Agee seconded. A roll call vote was taken – Yay - Agee, Kohl, Manus, Spichal, Skeet; Nay – Arnold, Bowlin, McWilliams, Morgan, Vestal.

Bowlin moved to go with the Library Reopening Plan that has a curbside start date of April 26<sup>th</sup>. Vestal seconded. Yay – Arnold, Bowlin, McWilliams, Morgan, Vestal; Nay – Agee, Frese, Kohl, Manus, Spichal.

**Lawncare Maintenance Bids:** Holifield presented the Lawncare Maintenance Bids. Frese moved to approve the Paradise Lawn bid for regular lawn maintenance only. Bowlin seconded. A roll call vote was taken – Yay – Frese, Bowlin; Nay – Agee; Arnold; Vestal; Abstain – Kohl; Manus; McWilliams; Morgan; Spichal.

Spichal moved to accept the low bid of \$3175 from Swallow and Sons. Vestal seconded. Motion passed.

**Insurance Rates:** Holifield presented the insurance rates provided by the city. Vestal moved to approve plan A as presented. Manus seconded. A roll call vote was taken: Yay – Agee, Arnold, Kohl, Manus, Vestal; Nay – Frese, McWilliams, Morgan, Spichal. Motion passed.

**Adjournment:** Kohl moved to adjourn. Manus seconded. Motion passed. Meeting was adjourned at 9:30pm.

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Steve Skeet, President                      Date

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Nicole Holiefield, Director                      Date

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Dana Spichal, Treasurer                      Date

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Brittany McWilliams, Secretary                      Date