

Tonganoxie Library Board of Directors

April 8, 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 7:01pm by Skeet.

Agenda: Spichal requested an addition of review of check signing policy. Spichal motioned to approve the agenda with the addition. Vestal seconded. Passed unanimously.

March Minutes: Vestal requested a correction to Personnel Committee report: McWilliams sent emergency plan to fire department. Agee motioned to approve the March Board Meeting Minutes with corrections. Kohl seconded. Passed unanimously.

Committee Reports

Finance: Spichal presented the finance report. Holifield and Spichal have been working on creating an expense report for the debit card usage while also trying to make sure there isn't double work for anyone. Holifield believes there is already an option in QuickBooks that can do this task. Arnold asked about staff pay during the pandemic. Holifield and Spichal indicated that all staff are being paid for the normal hours they are regularly scheduled. They are still being asked to complete timesheets to show their work. Kohl asked if Holifield had looked into any assistance to the library that would be available for salaries due to the COVID situation. Holifield indicated she has been looking into some different options; however, she feels like there are more negatives to these options than just paying the salaries out of our budget. Spichal moved to approve the finance report. Bowlin seconded. Passed unanimously.

Personnel Committee: Vestal indicated that Holifield's quarterly review is due and was initially scheduled for last week; however, it needed to be postponed due to committee personal issues. It will be reschedule within the next week. New policies proposals will be presented in New Business.

Grounds Committee: Holifield spoke to Held about potentially moving the light at the new library that shines on the flag due to a concern around someone potentially hitting it. Held indicated that moving the light (or the planters to protect the light) would be at the library's expense with would be a great expense. Skeet indicated the flag at the old library is stick flying and has no light on it at night. Manus stated he will remove it tomorrow.

Library Run: No report.

Foundation: No report.

Friends of the Library: No report.

Discussion and New Business

Check Signing Policy: Currently the Policy Manual indicates that the President and Secretary sign checks; however, we have always completed a waiver to allow the Treasurer to sign the checks. Spichal volunteered to contact NEKLS regarding approved wording for a policy change that would allow the treasurer and president to sign the checks. Vestal moved to approve this policy change with the wording NEKLS approves. Arnold seconded. Passed unanimously.

Disposal of Surplus Inventory: Vestal stated the city wanted everything removed from the old library by the time they started their budgeting in June. However, due Covid-19, there is concern around whether the auction company will be able to process the contents of the library in time. Steve will reach out to Purple Wave to see if they are allowed to continue with auctions. If they are, he will work with them around getting them access to take pictures and post for the auction. Holifield also indicated that none of the organizations requesting furniture have been able to secure those items due to the social distancing and closure orders in place.

Payment for Trilogie: Holifield presented the Trilogie invoices for a total of \$56,779.91. Skeet stated the Foundation has indicated they will pay \$30,000 of the invoice leaving a total of \$26,779.91. Skeet stated this amount would be paid with the savings account money that was generated when the CD was cashed out earlier this month. Holifield clarified this invoice and remainder of the Benson Method fee are the only two items left to be paid with this money. Spichal moved to pay up to \$26,779.91 towards the Trilogie invoice. Agee seconded. Passed unanimously.

Cleaning Contract: Holifield spoke to the Tony Leduc from Expert Cleaning on Demand after the last meeting to see if they would meet our requests regarding the contract. They agreed to the \$45 per cleaning five times per week for a total of \$225/week. Holifield has submitted the contract to Keyta Kelley who has approved the contract from a legal perspective. Vestal motioned to approve the presented contract with Expert Cleaning on Demand. Bowlin seconded. Approved unanimously. Holifield then mentioned the idea of still having the cleaning company clean a few times a week during the pandemic closure to allow the cleaning company to earn some revenue during this difficult financial time. Kohl was opposed to having additional people come in and potentially contaminate the facility with the virus. Bowlin suggested a deep clean prior to returning to opening. Vestal and Skeet agreed that it isn't necessary to have them come in and clean during the closure. Frese then brought up the fact that the library's, like the city's, budget / finances may be impacted significantly by the Covid situation. He indicated that the city is preparing for an increase in delinquencies and reductions of sales and property taxes even after the restrictions are lifted which will lead to lower funds being generated for the library as well. He also stated that Brajkovic has indicated insurance rates will be increasing for 2021. Frese indicated the city will be looking at 2007-2008 for budgets (right after the last economic decline) for planning purposes and suggested the library might want to consider this as well.

Ultimately, the decision of having the cleaning company work while closed will be left up to Holifield as it is her responsibility to stay within the budget.

Community Room Policy: Vestal presented the Community Room Policy Revision proposal. Bowlin motioned to approve the proposed Community Room Policy revision. Vestal seconded. Approved.

Pandemic Response Policy: Vestal presented the Pandemic Response Policy proposal. Vestal motioned to approve the Pandemic Response Policy. Bowlin seconded. Approved unanimously.

Director Report: Holifield presented the Director’s Report.

Adjournment: Vestal moved to adjourn. Agee seconded. Motion passed. Meeting was adjourned at 8:23pm.

Steve Skeet, President Date

Nicole Holiefield, Director Date

Dana Spichal, Treasurer Date

Brittany McWilliams, Secretary Date