

Minutes for 3/11/2020

Start Time: 7:05PM

End Time: 9:50PM

Present: Nicole Holifield, Steve Skeet, Megan Vestal, Angela Bowlin, Terri Morgan, Brian Manus (left at 8:00), Sherry Agee, Dana Splichal, Jennifer Kohl, Emily Arnold

Not Present: Brittany McWilliams

Agenda: First official meeting in new library.

January 2020 Meeting Minutes: Vestal moved to approve the agenda. Bowlin seconded it. Approved unanimously.

January 2020 Special Meeting Minutes: January 16th meeting...Holifield questioning the minutes regarding the special note about suspension of credit card use until further notice. Receipts not included with credit card reconciliation and asked we change the verbiage on the meeting minutes. Include debit card- discussion was had regarding controls over the debit card. Motion to remove special note Splichal motioned and Manus seconded it. Approved unanimously.

February 2020 Special Meeting Minutes: Vestal motioned remove the officer from meeting minutes since it was not on the agenda. Vestal motioned and Splichal seconded it. Approved unanimously.

Committee Reports:

- New Building Committee – Holyfield shared items are already paid for...formica wall is still coming in, gaming system cabinet, rolling cabinets for staff, hanging folder file, shelving for the book holds. Trilogy has claims for scratch in table and broken chair. End caps came in today. Broken screen in the community room that is on the E side. No timeline given to complete these claims. Trash bin...only one present. Holyfield states that she has contacted the city to follow up when additional one will be delivered. The flag pole at the old library needs to be removed since it is not lit up at night. Dana mentioned having Leavenworth master gardeners to do planters. (Splichal to make contact). Follow up with Emily to check on the finishing of the sod (Holifield to follow up with that)

Personnel Committee Report:

- Vestal emailed training over to new board members, also sent over emergency management plan to fire department.

Foundation:

- Friends of the Library to pay David this year to do run. Library float on St. Pat's parade. Tonganopoly is still being worked by Skeet. They will not be here for grand opening.

Treasury Report: (Splichal went over)

- January 2020 – General Fund has most activity \$29,883.52. 1/12 of the budget. Actuals vs. budget...under budget by \$3,000. Motion to approve Splichal, Manus seconded.
- February 2020 – Total expenses under budget by \$4,000. Courier amount went up so Holifield budgeted for one time annual expense. Copier paid a couple of months (Feb & March) Benson Method or Kelly Law Office checks were not created and Holifield wanted to know what expense column it would be debited from. Holifield transferred over \$88,087.91. Motion to pay with CD Vestal, seconded by Splichal. Motion to approve treasury report...Splichal motioned Agee seconded.
- Morgan moved to approve December 2019 Treasury report, Vestal seconded.
- Splichal motioned to begin expense reports for library debit/credit card uses. Vestal seconded.
- Kraemer not doing audits any longer. Will need to look for new auditors

Disposal of Surplus Property at old Library:

- Timeline to clean out is beginning of June. Skeet states that Good Shepherd (one of our donors and supporters) would like a couple of old bookshelves. Motion to give 2 bookshelves. Morgan motioned and Agee seconded.
- Historical Society (Supporters) also asked if they could have a couple bookshelves as well. Motion to give 2 bookshelves. Bowlin motioned and Splichal seconded.
- Holifield said the Middle School would like to request a couch and two chairs. Agee motioned and Splichal seconded and Vestal abstained.
- Purple Wave Auctions would inventory and put everything online. They will not charge us. There is a 10% buyer fee. Skeet to reach out to them to itemize everything and take pictures. Motion to use purple wave for remaining items in library. Morgan motioned and Vestal seconded.

Cleaner Contracts:

- Expert Cleaning on Demand \$50 per clean = \$250 – 5 days a week – has been the one doing our cleaning. Got a quote from Faithful Cleaning. Quote is \$360 – 5 days a week. Professional services is the line item. Holifield asking if they would do \$45 per clean. Motion to have Expert Cleaning for \$225 for 5 days a week. Splichal motioned and Morgan seconded. Holifield not to sign contract until board can see it in March meeting.

Future Planning, Mill Rate and west side patio:

- Holifield mention of pergola and talk of raising money for this item. Holifield also mentioned mill rate increase. Holifield states we are at Major Service Center Level 1 per NEKLS on Appendix C on pg 16. States we are only missing FT tech person. Missing out on \$30k from NEKLS. Only being paid at Service Center 1 but operating at Service Center 3. Skeet states that we need to show that we have additional cost that we need to document and that we will have to revisit this request. Budget approved in June. Holifield to meet with Mike (VP of NEKLS).

Ribbon Cutting Ceremony:

- Skeet is going to emcee. Our speaker, Wanda K Knight contacted Nicole and said that she may not be able to come due to Corona virus. Nicole contacted the governor to come...will just have two speakers if both can come. On March 28th is ceremony. 10:00-12:00.

Reclaimed Wood Plaque:

- Kay's friend just needs a few boards to complete description of meaning of wood. Miller Sign Shop donating a special surprise.

Community Room Rentals:

- People are already reaching out to do birthday parties at the new library. \$20 for room rental was brought up. Contract to need to be drawn up for such events. At council meeting they stated that we not call it a rental and that we ask for suggested donations. Motion to allow a suggested donation for library space for scheduled party this Saturday 3/15/2020. Bowlin motioned and Vestal seconded...all agreed unanimously. Personnel committee to come up with verbiage for future parties to be approved at next meeting.

Discussion items and new business:

- Motion to approve Megan Vestal as Vice President. Morgan motioned and Agee seconded. All agreed unanimously.
- Motion to approve Dana Splichal as new Treasurer. Morgan motioned and Vestal seconded.

Executive Session:

- Motioned to have 15 minutes with max of 30 min for executive session per Morgan motioned and Vestal seconded. All agreed unanimously. Morgan moved to end executive session and Splichal seconded.

Adjourn: 9:50PM

Bowlin motioned to adjourn, Kohl seconded.