

Tonganoxie Library Board of Directors

July 8, 2020

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

Also Present: Nicole Holifield (Library Director), Josh Hartley, Susan Ibarra, Rhonda McReynolds, Max Wirestone

Absent: Sherry Agee

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

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

June Minutes: Manus moved to approve the June 2020 Board Meeting Minutes. Vestal seconded. Passed unanimously. Spichal moved to approve the Special 2021 Budget Meeting Minutes. Manus seconded. Passed unanimously.

Committee Reports

Finance: Spichal presented the Treasury Report. She indicated that there were a few items she would like some additional time to investigate as well as a few formulas that may be off in the report; she requested approval of the reports to be tabled until August. Members agreed.

Spichal and Holifield attend the city council meeting (via Zoom) on Monday (7/7) and presented the budget to the council. It was approved.

Personnel Committee: No Report.

Grounds Committee: Holifield updated the board regarding the leaks that had occurred in the roof in the new building. They discovered it was coming from the air conditioner, and it has been corrected. She also shared that while offering curbside services, the whiteboard they were using for advertisement was blown into the flag light. It has been fixed.

Foundation: No report.

Friends of the Library: Wirestone shared that the Library Run will not be occurring in a physical form this year. There will be a digital run; however, specifics are still uncertain.

Discussion and New Business

Purple Wave Update: Auction is finished and buyers are contacting Skeet about getting items. People will be picking up over the next couple of weeks. Board members will be needed to help by being at the building to let people in to pick up. McWilliams will be working to coordinate buyers and volunteers.

Monopoly Update: Skeet has been in contact with the company, and they have had issues with delays due to COVID and loss of employees. Production should be starting back up soon.

Reopening of Library Update: Holifield presented a new phase of reopening to include Enhanced Services and a comparison with other libraries and their reopening status. The Enhanced Services proposes adding hours to allow people to make appointments to browse the stacks. She also shared that Tonganoxie Library is right in the middle of all the libraries with reopening services. Discussion occurred. The new phase will be implemented beginning July 13th until at least the next board meeting.

Director / Staff Reports:

Director’s Report: Holifield highlighted items on her Director’s Report.

IT Report: Hartley said that he has worked on fixing printer issues, installing Microsoft Office Suite (and other software) for staff machines. He has also completed the setup of the fax machine to the phone line to begin offering this service again.

Summer Reading: Ibarra shared Summer Reading began June 1st; the library is using Wandoo Reader to register and track participants. A total of 137 people have enrolled in the Summer Reading Program with 180 people participating in challenges. She has really appreciated Wandoo Reader because it allows her to push out events to people’s accounts remotely. She also shared this is the first year a true Adult Summer Reading Program has been available.

Collection Development: McReynolds shared library statistics as well as job responsibilities.

Circulation and Volunteer Coordinator: Wirestone shared his job responsibilities as well as the work he has been doing to increase the library’s visibility on social media.

Adjournment: Spichal moved to adjourn. Arnold seconded. Motion passed. Meeting was adjourned at 8:30pm.

Steve Skeet, President Date

Nicole Holiefield, Director Date

Dana Spichal, Treasurer Date

Brittany McWilliams, Secretary Date