

Tonganoxie Library Board of Directors

September 9, 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: Nicole Holifield (Library Director), Susan Ibarra, Max Wirestone, Marilyn

Absent: All board members were present for at least a portion of the meeting.

Call to order: Meeting called to order at 7:04pm by Skeet.

Introductions: None

Public Comments: Spichal presented the rationale for the new agenda / meeting format in regards to the Consent Agenda.

Consent Agenda: Skeet requested the Treasury Report be removed from the Consent Agenda to allow a summary to be presented. Vestal moved to approve the Consent Agenda with the Treasury Report removed. Manus seconded. Approved unanimously.

Committee Reports

Finance: Spichal gave an overview of the Treasury Report. Holifield informed the board that the two payments to Evergy was due to a missed payment in June.

Skeet indicated Purplewave stated they had sent a check to the old library address but Skeet was unsure where it was exactly and will be following up in order to either find that check or have another one issued. Wirestone indicated a check had been received and deposited.

Vestal moved to approve the Treasury Report. Manus seconded. Pass unanimously.

Personnel Committee: The Personnel Committee will be meeting to discuss the results of the review survey and create a report for the board to review.

Grounds Committee: No report.

Foundation: Holifield has gotten additional information regarding upgrading the WIFI devices to allow Wi-Fi access within the entire library parking lot and will be moving forward on trying to get it installed.

Friends of the Library: No report.

Discussion and New Business

COVID Updates:

McWilliams presented the COVID Employee Policy and Procedures document. Discussion occurred. Manus presented a matrix of gating criteria that will be used to create a pandemic operating policy. Discussion occurred. Since there is still not a policy aligning specific operating hours to the gating criteria, Holifield proposed adding an additional hour of operation available to the public to morning and afternoon hours (total of 2 additional hours). Discussion continued. Throughout the discussion, Kohl joined the meeting and discussion. Also, during the discussion, Agee, Holifield and Kohl all unexpectedly exited the meeting and were no longer available for the remainder of the meeting.

Spichal move to approve the presented matrix for reopening and additional two hours of public access. Manus seconded. Discussion occurred with clarification that the staff will continue gathering time and financial data regarding safety measures to be implemented to guide the creation of a policy draft based on the gating criteria matrix to be presented at the next board meeting. A vote was opened: Aye (Arnold, Manus, Spichal, Veastal); Nay (Bowlin, McWilliams, Morgan). Motion passed.

Vestal moved to approve the presented Tonganoxie Public Library COVID Employee Policies and Procedures. Bowlin seconded. Passed unanimously.

Adjournment: Spichal moved to adjourn. Manus seconded. Passed unanimously. Meeting was adjourned at 9:27pm.

Steve Skeet, President Date

Nicole Holiefield, Director Date

Dana Spichal, Treasurer Date

Brittany McWilliams, Secretary Date