

# Tonganoxie Library Board of Directors

## October 14, 2020

**Library Board Attendees:** Sherry Agee, Emily Arnold, Jennifer Kohl, Brian Manus, Brittany McWilliams, Teri Morgan, Meagan Vestal

**Also Present:** Nicole Holifield (Library Director), Joshua Hartley, Susan Ibarra, Max Wirestone, Rhonda McReynolds, Teri Wojtalewicz (Lansing Library)

**Absent:** Angela Bowlin, Dana Spichal, Steve Skeet

**Call to order:** Meeting called to order at 7:03pm by Vestal.

**Agenda:** Morgan requested for the Treasury Report and Director's Report to be removed from the Consent Agenda. Arnold moved to approve the agenda with those two items removed. Agee seconded. Approved unanimously.

**Introductions:** Teri Wojtalewicz from the Lansing library joined the meeting and tried to introduce herself. Unfortunately, connectivity issues impeded the attempt.

**Public Comments:** None.

**Consent Agenda:** Arnold motioned to approved to the Consent Agenda with the Treasury Report and Director's report removed. Agee seconded. Approved unanimously.

**Treasury Report:** Morgan inquired about the labor costs being slightly over the budget and her concern regarding this item since we are not running at full operating hours currently (and for the last seven months) due to the pandemic and suggested this be an item we watch and analyze, especially for next year (or when the pandemic ceases). Agee motioned to approve the Treasury Report. Manus seconded. Approved unanimously.

**Director's Report:** Morgan asked about the note in the report that stated she had worked during vacation. Morgan requested that the note of 'during vacation' be removed, if she actually worked that day, from the notes to avoid any HR issues.

### **Committee Reports**

**Personnel Committee:** No report.

**Grounds Committee:** No report.

**Foundation:** McWilliams asked about the patio furniture designs that had been presented for vote since there was a note that potentially not all designs would be covered by the Foundation’s budget. Holifield indicated she had not seen any budget or prices on any of the designs, so she was uncertain which of the designs would be able to be completed within the budget. McWilliams stated a concern around having people vote on designs when there was uncertainty on whether the selected design would even be covered by the budget. She also asked if there was a plan to try to cover any excess cost over the budget or simply go with a design that fit the budget once determined. Holifield again stated she had not seen any budget or costs and would be following up with Breur with the Foundation.

**Friends of the Library:** No report.

**Discussion and New Business**

**Matrix Assessment and Recommendation for Reopening:** Holifield presented the completed Matrix Assessment with Gating Criteria and Recommendation for Reopening. Arnold moved to approve both documents. Agee seconded. Motion passed.

**Tonganopoly Update:** Holifield expressed a need for an update as many constituents have been contacting the library asking for an update. Skeet was not in attendance and had not provided an update prior to the meeting. Vestal indicated she would reach out to Skeet and ask for him to send an email update to the board and staff.

**Adjournment:** Manus moved to adjourn. Agee seconded. Passed unanimously. Meeting was adjourned at 7:33pm.

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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