

**Board Meeting
Regular Meeting Minutes
May 8, 2025
Meeting in Person and Online via Zoom**

Members Present: John Mackey, Elisabeth Kasckow, Claudia Patrick, Patricia Welicky, Laura Santos, Tom Stephens, Jeff Harrington

Others Present: Jack Granath (Director), Laura T. Carroll (Assistant Director)

Call to Order—The meeting was called to order by John at 5:30 p.m.

Public Concerns

There were no public concerns.

Additions to the Agenda

Patricia asked for the Board’s consideration of changing the schedule of Board meetings.

Consent Agenda Regular Meeting Minutes for April 10, 2025 (2) Presentation of Invoices and Supplemental Checks from April 11 through May 8, 2025 (3) Treasurer’s Report for May 8, 2025.

Patricia moved that the Consent Agenda be approved. Claudia seconded. The motion carried.

Librarian’s Report

Jack reported on upcoming programs.

Saturday, May 10 from 8:00 to 12:00: Plant, Pick, & Plate at the Farmers’ Market

Saturday, May 17 from 8:00 to 12:00: Bonner Animal Rescue Food Giveaway at the Farmers’ Market, Health Fair from 10:00 to 1:00 at the Bonner Springs City Library with representation of 20 agencies. The Fair will also have a Spanish language interpreter and a grand prize giveaway of an iPad. The Library will also be promoting its new Library of Things health collection.

Tuesday, May 20, 6:30: Adult book club discussion of The River We Remember

May 25-26: The Library will be closed in observance of Memorial Day

Tuesday, May 27: Summer Reading begins

Saturday, May 31 at 11:00-12:00: Summer Reading Kickoff with a Color Run

Library Giving Day & Other Donations

Jack thanked Board members who donated to the Library on Library Giving Day. He recognized Lesley Lard for all her work in organizing the event. He stated that NEKLS matched all of the donations that were made online. The Library received online donations in the amount of \$5,446.16. That was the highest number of donations of all 41 participating libraries. In addition to the online donations, the library received checks and cash, including one for \$500 from Brook Rentz and Kevin Collins, bringing the total to \$6,445.99. In kind donations were made by John and Nancy Carpenter who donated almost \$500 in items from the Summer Reading program wish list.

Additional donations included a gift from next door neighbors Ed Waldo and Lisa Strobel who donated \$1,050 to cover the cost of all of the Summer Reading presenters that have been booked so far. A \$500 donation was received from Dr. Ted Stolfus to cover the cost of a painting that will be part of the permanent collection in the library. Jack stated that the Board will have to approve the acceptance of that gift.

National Library Week

Jack thanked the Friends for a week of treats during National Library Week. The Friends also made a donation of \$1200 to Summer Reading program and \$168.50 for the purchase of farm-themed board books to be given away at the Farmers' Market at Family Day in July.

April Programs

Tax Assistance

Jack shared that Katy Konovalske wrapped up the Library's tax assistance for the year in April. AARP summarized the impact of this year's program: We served approximately 116 people and provided assistant in filing federal and state returns, sometimes two state returns. At a going rate of \$350 per returns, the Library saved Bonner (mainly Bonner) residents \$40,600!

Art Reception

The Library held a reception for Bonner Springs High School art students with 39 in attendance, including Rachel Beck, whose large-format painting of Bonner Springs is mentioned above and will be considered for the permanent collection at the library.

Programs offered to youth and families

Morning story times, Arbor Day storytime, Ping Pong tealights (a DIY craft for teens), Let's Explore: Flight, Seed-Sensational, Coding Club, Coding Club, Jr., movie matinee showing Dog Man, Dungeons & Dragons club, Chess club, Bonner Springs Elementary School Kindergarten visit to the Library and a family trivia event at the Old Mille featuring Disney trivia.

Outreach programs

Lesley did outreach at Piper Early Childhood Center, McDaniel Preschool, Delaware Ridge Elementary Preschool, Head Start, Piper Middle School that was holding a district-wide Cultural Showcase, and a table at the Agricultural Hall of Fame featuring barnyard babies.

Passive program offered were the Peeps Contest and a Haiku Contest.

Programs offered to adults

The weekly Yarn Club met, an adult book discussion of *Small Things Like These*, a film club discussion of *The 100-Year Old Man Who Climbed Out the Window and Disappeared*, Currents discussion of the repatriation of artifact and remains, Examined Life discussion of foreign aid, Wordslingers Writing Group, chair yoga, Tai Chi, Books in Motion book deliveries and Jack delivered a Farmers' Market talk at Rotary.

Staff Development

Lesley attended a Lunch and Learn at NEKLS in Lawrence called "Recipes for Raising" on fundraising.

Claudia Giacone took two Land of Kansas webinars for farmers' market managers.

Farmers' Market

Claudia held a Farmers' Market meeting at City Hall to announce vendor placements at the pavilion. She, Matt Dilberto (vendor and vice-president of the Market board), and Jack then striped out vendor stalls at the pavilion with asphalt tape.

Building & Grounds

Bonner Beautiful planted a white fringe tree at the Library. This is the City's official 2025 Arbor Day tree.

The City's lawyers have advised the Library to rebid the HVAC project as the winning bidder did not provide a bid bond. This was required in the bid packet and another bidder protested the awarding of the bid.

Jack shared the April statistics.

Jack said the Leavenworth Public Library director asked NEKLS for data on who is using each library's Hoopla service by home address. A review of the data showed that only 55% of Bonner Springs Library's uses are by patrons who live in Bonner Springs. The other users are: 17% KCK / probably Piper, 5.8% Edwardsville, 9.4% Johnson County, 5.9% Leavenworth County, 4.6% Lawrence.

Wyandotte County Library Board

There was not Wyandotte County Library Board report. The Board has not met since July.

Friends of the Library

Claudia reported that the Friends had participated in an appreciation of the Library staff for National Library Week, raised \$370.80 at the April book sale, committed to donating a basket to the end of summer reading party. Their next meeting will be Tuesday, May 20 at 5:30.

Fundraising Committee

Patricia reported on the activities of the Fundraising Committee. The event has been titled "Farewell to Summer." Holy Field Winery will donate a wine tasting, Kinfolk Creative has declined to donate anything. The committee has received four baskets: Dogman books deluxe basket, Holy Field Wine basket featuring red wines, Kansas City BBQ themed basket, Reach for the Stars rocket kit.

Patricia reported that the wristbands have been ordered and will be received by May 20. The committee still needs to determine if \$10 will be the early bird pricing to encourage ticket sales before the event. They are considering setting the ticket cost at \$15 at the door. She encouraged the Board's input on ticket cost.

They still need to elect a chair of the event, a food truck lead, inflatables lead, games lead, silent auction lead, and volunteer coordinator lead.

Issues that are still needing resolution include:

- How does a patron purchase a ticket for an item and what are the ticketed items
- Games need to be ones that do not require monitoring by a volunteer
- A potential walk-through of the grounds to understand the placement of activities
- Dunk tank area
- Placement of inflatables –the same layout as the Library's birthday party?

Patricia thanked Laura Santos for updating the spreadsheet.

The Board discussed creating a basket for the event that would include items that are representative of the different Board members. A “Meet your Board” basket. Patricia said she would like to receive those items by next week.

New Business

Change in Board meeting date

Patricia presented a memo requesting a change of date for future Library Board meetings. The current schedule of the second Thursday conflicts with Board members participating in City events.

Jeff moved that the Board change their scheduled meetings for June, July and August to the third Monday of the month, still starting at 5:30 p.m., June 16, July 21, and August 18. Patricia seconded the motion. The motion carried.

Donation of artwork

Jack stated that Dr. Ted Stolfus had donated \$500 for purchase of a large-format artwork painted by Bonner Springs High School senior Rachel Beck.

Jack shared that donations of art are covered in the Service Policy, and though the specific scenarios may not be applicable here, as this donation does not entail financial encumbrance and is not a memorial donation. He recommended that the Board consider and approve the donation with the piece becoming part of the library’s permanent collection.

VI. Gift Acceptance Policy (clauses pertaining to art)

Board consideration and majority vote approval is required for the following types of gifts: Gifts of art or other valuables that will encumber the library either financially or administratively.

Board approval is required for major memorial installations such as trees, furniture, and art.

Claudia moved that the Board approve Dr. Stolfus' donation of the painting by Rachel Beck to become part of the Library's permanent collection. Patricia seconded the motion. The motion carried.

One Book Many Neighbors wrap-up party

Jack stated that he had agreed to pay Z&M Twisted Vines Winery, the venue for the One Book, Many Neighbors Wrap-Up Party. He will then invoice the participating libraries individually. The invoice from Z&M shows \$500 for drink tickets, which may be redeemed for alcoholic or nonalcoholic beverages.

Jack shared that the Library has participated in a similar event at this same venue in the past. At that time, the invoice he paid did not detail alcohol. Bonner Springs City Library was reimbursing the Basehor Community Library who paid the total invoice. Jack reminded the Board that they did not pay invoices for alcohol at Jazz on the Lake, it was donated, or offsite holiday parties where alcohol is served. He has reimbursed a winery for alcohol purchased with Seed Dollars at the Farmers' Market, but only with Board approval and the Library now stipulates that Seed Dollars may not be used for the purchase of alcohol.

Jack recommended that the Board to consider and approve the paying of the invoice while considering the Alcohol & Drug-free Workplace Policy as detailed in the Personnel Policy handbook.

Personnel Policy Handbook

Alcohol & Drug-Free Workplace

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, or illegal intoxicants or controlled substances by employees at any time on library premises, in library vehicles, or while on library business, is prohibited.

Employees must not be on library business or on library property or operating library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotics, or other controlled substances.

Patricia commented that alcohol will likely be included in the baskets for the silent auction at the end of summer party. Tom and Jeff both recommended that the Board consult the City's attorney.

Patricia moved that the Board approve the payment of the invoice from Z&M Winery pending approval from the City's attorney. Claudia seconded the motion. The motion carried.

By-laws revision

Jack shared that the Board has always used a five-member majority as our quorum. Upon review, he noticed that the bylaws (Article VII) indicate that four Board members constitute a quorum. Robert's Rules of Order (40:5), which the bylaws (Article XIII) indicate we follow, says of Boards and Committees, "[T]he quorum is a majority of the members of the board or committee unless a different quorum is provided for: (a) by the bylaws. . . ."

Though the Board has acted properly, the bylaws need to be changed, since State statute 75-4317a defines a meeting ... "As used in the open meetings act, 'meeting' means any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication by a majority of the membership of a public body or agency subject to this act for the purpose of discussing the business or affairs of the public body or agency."

Jack has consulted NEKLS about this.

He raised a corollary issue in that the fundraiser committee has four Board members on it, so their serial communication by email would be in violation of a four-person quorum, but not of a five-person quorum.

Here is what Article XII of the bylaws says about amending the bylaws: "These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting."

Jack recommended that the Board consider this issue at their June meeting.

Trustee training

Jack shared that NEKLS has announced their 2025 Trustee Training with Nicolle Davies, Colorado State Librarian. Five Board members will need to take this or a comparable (90 minute) training for the Library's accreditation. Details and registration are on the NEKLS website: <https://www.nekls.org/event/nekls-2025-trustee-training/>

Jack asked that Board members let him know if they are able to take this training. Elisabeth, Claudia and Patricia all indicated that they would take the training.

Concrete repair

Jack shared that in his effort to reduce trip hazards in the parking lot, he has contacted Everlevel Concrete Repair to look at an uneven spot in the sidewalk. He received a three-tiered proposal:

- Option A: Silicone Caulking – Lift & stabilize limited area and repair cracks - \$1,525
- Option B Addition: Crack Repair – Re-caulk long joints - \$1,175 (total project cost \$2,700)
- Option C Addition: Penetrating Surface Sealant – \$1,280 (total project cost \$3,980)

Jack said that the Board has spent \$6,845 of the \$20,000 Service & Repair budget. There is an outstanding cost for an irrigation line break this week. Jack is also considering carpet cleaning as the next expense.

Jack requested that the Board approve the concrete repair after discussing carpet cleaning.

Tom raised the issue of the lifted sidewalk alongside Nettleton Street caused by tree roots. He suggested that the tree be removed and a smaller tree planted in that spot. Jack noted that the tree is on Library, not City, property and therefore the Library has the responsibility of correcting a trip hazard. Jack said that he would talk with Everlevel about the sidewalk. Tom said that he would investigate the City's responsibility.

Carpet cleaning

Jack reminded the Board that at the last meeting they had decided to leave carpet replacement in the capital improvement plan for the sake of budget authority. The Board directed Jack to get quotes on carpet cleaning as an option to replacing the carpet. Jack shared the two quotes that Laura received:

- City Wide - \$2,822
- Totally Floored - \$3,471

Jack shared that he preferred Totally Floored's proposal to City Wide's. City Wide's proposal did not contain much detail, but Jack allowed that the difference of \$649 was significant. Jack stated that the Library has a good working relationship with both companies.

Jack recommended that the Board approve a contract with Everlevel and a contract for carpet cleaning.

The Board discussed the various options for both the concrete repair and carpet cleaning.

Jeff moved that the Board approve Option B from Everlevel for \$2700 and hire Totally Floored to clean the carpet. Tom seconded the motion. The motion carried.

Old Business

2026 Budget

Jack stated that he is still proposing just two changes to the 2026 budget outside of personnel costs: adding \$9,000 to collections for ebooks and reducing elevator expenses by \$3,425 since he has contracted with less expensive vendor. This means he will not be adding funds to Service & Repair on the optimistic view that the excessive spending on flooding clean-up has stopped and he will not need to add additional funds elsewhere in the budget due to inflation.

Because of one employee's benefits election, Jack has lowered the estimate for benefits by \$8,906, and that lowers the Library's budget request from the City from 8.26% to 6.6%. He is anticipating a 5% increase from the Wyandotte County.

Jack has spoken with the City Manager as this plan involves asking the City to bring Library employee compensation up to the City's level all at once. This is what the Board directed Jack to do at the April meeting.

Jack reminded the Board that they had discussed spending down some carry-over funds on a one-off project, such as installation of a garden.

Carry-over at the end of 2024 stood at 27.9% of the Library's 2025 operating budget. If the Board wants to maintain a carry-over at 25%, Jack suggested that the Board could approve spending \$25,000 in 2026 on one-off projects such as painting the eaves of the clerestory, painting and repairing the eaves under the roof, gutter repair, or installing a garden.

The cost of the garden in 2024 was \$28,700. Jack said that if the Board decides to use carry-over funds on this project, he would recommend budgeting to spend \$30,000 out of carry-over as he anticipates that he will be adding funds to the carry-over in 2025. Also, he assumes the cost of the project has probably increased.

Jack recommended that the Board grant him the budget authority to request a 6.6% increase from the City and a 5% increase (or an increase in line with what will be requested by the Kansas City Kansas Public Library) from Wyandotte County, and plan to spend \$30,000 out of carry-over on the installation of a garden.

Claudia moved that the Board grant Jack the budget authority for the actions detailed above. Laura seconded the motion. The motion carried.

Board committees

Jack reminded the Board that the minutes from the April 2025 meeting showed a successful motion to “approve these new committee assignments” after the discussion of Claudia moving into the role of Secretary and Patricia into the role of Treasurer.

Jack requested clarification on the committee assignments for Claudia and Patricia, would they also move into the committee assignments that the previous officeholders were assigned? Claudia would move from Policy to Personnel and Patricia would move from Policy to Budget. If so, then Katy and Laura would fill the slots on the Policy Committee being vacated by those moves.

If Claudia and Patricia intended to assume the offices, but retain their old committee assignments, then the Board would need to assign Katy and Laura to the committees being vacated by Hortencia Dominguez and Susan Berry, one to Budget and one to Personnel.

Jack provided a graphic representation of these changes.

	Scenario 1				Scenario 2		
	Vacated	Filled			Vacated	Filled	Remaining
Budget	Hortencia	Patricia		Budget	Hortencia	Katy or Laura	
Policy	Patricia	Katy		Personnel	Susan	Katy or Laura	
				Policy			Claudia & Patricia
Personnel	Susan	Claudia					
Policy	Claudia	Laura					

Claudia recommended that the Board select Scenario 2 for the committee assignments, with Laura assuming the budget responsibilities and Katy assuming the personnel responsibilities.

HVAC replacement

Jack informed the Board that the City’s lawyer recommends rebidding the HVAC replacement project. He explained that the low bidder, who did not receive the contract, protested the Board’s decision in part on the grounds that the winning bid did not provide a bid bond. This had been required in the bid packet. Jack said that the City is working on a new (generic) bid packet with plans to rebid the project this year.

No action was needed as the project had been previously approved by the Board.

The meeting was adjourned at 6:34 p.m.

Attachment:

Memo from Patricia Welicky, Board Trustee

**Welicky, Patricia
Board Trustee**

Memo

To: Bonner Springs City Library Board of Trustees
From: Patricia Eileen Welicky
cc: Jack Granath
Date: May 8th 2025
Re: Change of Bylaws (meeting date)

Follow up from last Bonner Springs City Library Board Meeting;

I Board Trustee of the Bonner Springs City Library is requesting a change of meeting date from the second of the month to either the first or third or fourth Thursday. Since our last meeting I have stepped down from my duties on both the Bonner Springs City Band Commission and playing on the Bonner Springs City Band. Evenings on Oak occur on the second Thursdays of the month beginning in June and the city of Bonner Springs often has Sip and Shops on the second Thursdays of the month.

I would really appreciate it the Bonner Springs City Library Board of Trustees would consider changing the meeting date from the second of the month for perhaps the third or first of the month. Thank you in advance for your consideration.

With Kindness,

Patricia Welicky