

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
March 9, 2023
Meeting in Person & Online via Zoom**

Members Present: John Mackey, Claudia Patrick, Elisabeth Kasckow, Madison Clark, Hortencia Dominguez. **Others Present:** Judy Anderson (Wyandotte County Library Board), Jack Granath (Library Director), Laura T. Carroll (Assistant Director, Board Clerk)

Call to Order

The meeting called to order at 5:31 p.m.

Public concerns

A Bonner Springs Girl Scouts troop had requested permission to sell cookies at the library this weekend. Jack said that the Board would have to approve an exception to the Patron Code of Conduct, which states: "Solicitation is not permitted on Library property. The proper authorities may be contacted to remove individuals or groups from Library property who violate this policy. The only exceptions are authorized fundraising efforts for the Library itself, authorized sale of books and related materials at Library author visits, and authorized sale of coffee at Library programs."

Jack stated that if meeting room availability factors into the decision, it is booked Saturday from 1:00 to 5:00. No representative from the Girl Scouts attended the meeting and the exception was not discussed.

Additions to the Agenda

None

Consent Agenda

(1) Regular Meeting Minutes for February 9, 2023, (2) Presentation of Invoices and Supplemental Checks from February 10 through March 9, 2023 (3) Treasurer's Report for March 9, 2023. Motion made by Hortencia Dominguez and seconded by Claudia Patrick to approve the Consent Agenda. Motion passed.

Librarian's Report

Paper shredding is now available in the library. The service had been scheduled to begin March 11. Hortencia requested a list of personal documents that should and should not be shredded. Jack said he would work on that.

Upcoming Programs

Jack reported on upcoming library programs:

Outbreak Virus Escape (tween and teen), March 14

Creative Writing Discussion with the Arts Alliance. Facilitated by Anna Houston. March 14 (all ages)

St. Patrick's Day Party, March 17. Lesley Lard is mentoring Alexis Goebel, Bonner Springs High School senior on her senior project. Alexis is creating a free library. The St. Patrick's Day party is a community event with a storytime, craft and book donations to supply the free library.

Greater Kansas City Genealogy Open House, March 18 (all ages)

Book Club Discussion – *D-Day Girls* – March 21 (adult)

Legislative Coffee, March 25 (all ages)

Disney Trivia, March 30 (family)

The library will be closed Sunday, April 9 for Easter.

El Día de los Niños (Children's Day), April 27. Shaneyra Torres Soto is interning with Amy Cushing on this event. Shaneyra is a Bonner Springs High School senior and this is her senior project. This will be a bilingual storytime with a craft.

Staffing

The month of February saw Kathleen Schram's last day of work after 29 years with the library. Lesley Lard organized a library potluck lunch. Additionally, there was a community-wide reception for Kathleen Sunday, February 26 with a mayoral proclamation (Kathleen Schram Day) and the unveiling of a wall plaque dedicating the art gallery to her.

The Bonner Springs NAACP honored Lesley Lard with a Louise Fletcher Excellence in Education Award.

Facilities

Crosby Plumbing has completed their work on the patio. The drainage problem has been corrected, but the gutters are still overflowing. Jack is working to find someone to assess and repair the situation. He reminded the board that he is allowed to spend up to \$5000 without board approval. As he would like to get this situation corrected before April, he may contract the work out and get it completed as quickly as possible.

The library offered 55 different programs during February.

Youth and families

The big program in February was Lesley's Buck O'Neil Storytime with author Kristy Nerstheimer & Monty the Monarch. There were 41 participants. Storytimes in February were: ABC Adventure Storytime ("P is for Paint," "Q Is for Queen," "R Is for Roundhouse," "S Is for Superhero," and Valentine's Day). Pajama Storytime, Read-to-a-Dog, Valentine Mania STEM Program, Stupid Cupid Party, Mario Kart Tournaments, Lego Club, Anime Club, Teen Talk, Movie Matinee: Strange World, Outreach at Head Start, McDaniel, DRE, the Piper

Early Childhood Center, and Clark Middle School. Volunteers involved young patrons in two coding clubs and our weekly Chess & Backgammon Club.

Adults

Tax Help, Tech Help (this is a one-on-one service provided by library staff), Chair Yoga, History Buffs, MyPlate Nutrition Program, Currents – ChatGPT, Book Discussion – The Surgeon’s Daughter, Examined Life – Privacy, Wordslingers Writing Group, Acoustic Jam.

Hortencia asked if the library would offer a Tai-Chi exercise program for adults. Elisabeth stated that Cecelia Correa is the process of being trained to offer that program. The library may be able to offer this as some point in the future.

Jack shared a photo of a complimentary message received from a patron.

Professional Development

Amy Cushing and Hannah Houston took the NEKLS 2023 Summer Reading Workshop for teen programming. Laura took a webinar on "Collection Development in the Time of Book Banning" offered by the Mid-America Library Alliance. Jack took five lunch and learn webinars on farmers' markets in Kansas (on incentive programs, the food tax rate reduction, and food safety). He attended Cultivate Kansas City's Annual Farmers & Friends Meeting in KCMO, an all-day event with a presentation on the Farm Bill, breakout sessions, and a keynote by indigenous ethnobiologist Linda Black Elk and her husband Luke from Minnesota.

Grants & Donations

The library received from NEKLS a Hoopla grant for \$5,423. NEKLS will discontinue this grant in 2025. Jack advised the board that there will need to be budgeting adjustments to cover the loss of the grant at that time.

The library received a \$500 Wyandotte County Farmers’ Market Coalition grant.

Librarian’s Report

At the end of February, Jack presented a year in review to the City Council. This is the first step in the City’s budget process. The Wyandotte County Library Board will entertain budget proposals in May and vote on a budget in June. If the City and/or the County decide to exceed the revenue-neutral rate, a public hearing must be held in August. In April our Library Board will consider a budget to present to City Council and the Wyandotte County Library Board.

Statistics

The monthly report was shared with the board.

Wyandotte County Library Board

Judy reported that the Board had met in February. Representatives from the Bonner Springs, Kansas City, Kansas and Turner libraries all made presentations. She said the Unified Government Treasurer shared that funds are being received. The Board is scheduled to meet again in May.

Friends of the Library

No report at this time.

Budget Snapshot 2023

Jack shared that as of February 28 the library is below target on budgeted spending. We had budgeted to have spent 16.7%, but have spent only 14.5%.

Staff turnover, however, has affected the budget adversely. Personnel costs as budgeted before staff turnover was \$462,250. Due to turnover, there has been an increase in \$9,394. This increase was due to overlap, vacation payout (\$6,260) and an expected health insurance increase (\$3,090). Total difference (shortage) in personnel budget is \$18,744. If a vacancy occurs in any staff position in 2023, Jack intends to leave the position unfilled.

At his City Council presentation, Jack was asked why the electric bill had increased so dramatically. He said that the increase was due to the increase in cost per kilowatt/hour. Hortencia asked if it would be advantageous to get on a level payment plan. Jack said he would investigate that.

New Business

Library Development Grant Application

The NEKLS service area, of which the Bonner Springs Library is included, consists of 14 counties in northeast Kansas. Eleven libraries collect taxes for NEKLS, which then returns a portion of the funds to the libraries in the form of Library Development Grants. The goal is to support library services at the regional level.

Wyandotte County is one of the three counties that pays no taxes to NEKLS, but the library is still eligible for a \$1,400 Library Development Grant contingent on meeting the NEKLS accreditation standards and having five Board members complete 90 minutes of training each.

Jack asked for a motion to approve an application for a Library Development Grant.

The following motion was made:

“The Library Development Grant application was discussed and approved at a library board meeting with a quorum of board members present.”

The motion was made by Claudia and seconded by Elisabeth. The motion carried.

Hortencia volunteered to complete the required training. Jack said that it did not need to be done until October and thanked her.

Next Search Catalog & Kansas Library Express Agreements

Jack shared that the cost for our participation in the Next Search catalog and the Kansas Library Express did not increase this year. The costs of \$5,000 for the online catalog and \$2,000 for the statewide courier are budgeted.

He requested a motion from the board to the participation agreement for 2023.

The following motion was made:

The board approves 2023 Next Search Catalog Automation Service Participation Agreement with NEKLS and the participant agreement for the Kansas Library Express Courier Service.

The motion was made by Hortencia and seconded by Elisabeth. The motion carried.

New Business

Security cameras

The City Manager has requested that the library install the same brand of security cameras used by the rest of the City. The rationale was that emergency responders should have access to our web-based security cameras. Jack shared a short history of video surveillance in public libraries and how this can violate patron privacy and specifically, our policy.

Patron Confidentiality Statement reads in part,

“The frequency or content of patron’s lawful visits to the library or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena.”

Jack shared the response from NEKLS on this issue:

“I believe the library has a responsibility to protect a patron's right to privacy when using the library which necessitates video cameras only being monitored for specific reasons that would be spelled out in your policy for security cameras.

Having a live camera feed in the event of an active shooter situation would be very helpful. Imagine the outrage if an event like that occurred in a library and a tool such as a live camera feed was not utilized. For me, this raises questions about how the technology works:

Can the library retain control of the cameras with the exception of an emergency and then - and only then - law enforcement would be somehow able to patch into the video feed?

How exactly would law enforcement access the camera system -- special login credentials?

Would the library be able to determine when law enforcement has accessed the cameras using this exception?

What safeguards are available to ensure law enforcement is not violating library policy -- and therefore patrons' right to privacy?"

Board discussion then covered several concerns:

- Does the library have a responsibility to inform patrons whether or not security cameras are being monitored in real time.

- The length of time footage is retained.

- Define who has access to view live or recorded footage for security purposes.

- If access goes beyond defined library staff, who would have access and under what circumstances (e.g. subpoena except for a safety event in real time?)

Jack proposed two responses:

- That the library retain an attorney to draft an agreement that contained protection of our patrons' privacy.

- The web-based security cameras software have multiple logins and that the logins are tracked as to whom, when and how often video footage is viewed.

The board decided to postpone any further action until such time as the City pursues the change request.

The discussion also included the sharing of library's key card entry system cards allowing emergency personnel access the library's storm shelter. As of now, access to the storm shelter is only available during the library's open hours. Judy expressed a concern that the original grant for the construction of the storm shelter might have stated that the general population would have access to it at all times.

Library Fundraiser

There was discussion about fundraising activities. It is part of the library's Strategic Plan.

2022-2024 Strategic Plan - Focus Area 3 (Finances): "Special Project: Summer Party fundraisers and/or a new approach to a major fundraising event (formerly Jazz on the Lake)."

Fundraising activities that have been suggested:

Sell pavers for the patio.

"Sell" chalk art sidewalk squares (probably the week leading up to Summer Reading—patrons buy" a sidewalk square to decorate; patrons vote for their favorites with small prizes for the winners).

Sell tickets to an event featuring an evening with an author.

Organize a library mini-golf tournament.

Solicit fund-a-cause donations during National Library Week for specific library needs.

Allow hourly meeting room rentals. Jack felt that this would be at odds with the library's brand.

Sell popular, more valuable books online.

Lesley is running a passive program in March to inspire kids to name our mascot Hollywood's little sister. In April, she will take a handful of the best names and create donation jars for each name. The jar with the most money wins.

Vicky Wheeler (not present) had suggested holding a block party with food and games that had a ticket fee. Elisabeth noted that the appeal of a Jazz on the Lake type fundraiser is that it draws in community members who may not be regular library patrons and it does raise significant funds. There was support for the idea of having multiple small fundraisers throughout the year rather than just one big one. The library will investigate bringing in a company that sets up a miniature golf course in the library as a potential fundraiser. Jack said he would solicit fundraising ideas from library staff.

The meeting adjourned at 6:21 p.m.

Respectfully submitted,

Laura T. Carroll