

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
April 13, 2023
Meeting in Person & Online via Zoom**

Members Present: John Mackey, Claudia Patrick, Elisabeth Kasckow, Madison Clark, Hortencia Dominguez, Vicky Wheeler, Susan Berry, Jeff Herrington

Others Present: Tom Stephens (guest), Jack Granath (Library Director), Laura T. Carroll (Assistant Director, Board Clerk)

Call to Order

The meeting called to order at 5:30 p.m.

Public concerns

Vicky shared thank you notes that the board had received from Carol Geary, Tim Johnson and Kathleen Schram.

Additions to the Agenda

None

Consent Agenda

Regular Meeting Minutes for March 9, 2023, (2) Presentation of Invoices and Supplemental Checks from March 9, 2023 through April 13, 2023, (3) Treasurer's Report for April 13, 2023. Motion made by John and seconded by Susan to approve the Consent Agenda. Motion passed.

As Jeff and Tom had an additional commitment and had to leave early, the board did not follow the planned agenda.

New Business

2024 Budget

The City's Finance Officer recommends that the library include a revised (not amended) 2023 budget when we present our 2024 budget proposal to the City Council. The revision would show us spending some carryover to cover any difference. If the City decides not to remain revenue neutral, the library could use some of the carryover funds for budget shortfall. Jack stated that the library will have a \$200,000 carryover.

Jack presented his suggested budget increase. The board discussed the increase, but decided to wait until the May meeting for formal approval. Jack shared the following statistics:

2% adds \$7,991 to the budget
3% adds \$11,478 to the budget
4% adds \$14,966 to the budget

Jack stated that it appears that inflation is declining and he recommended a 3% increase in salaries. He also shared that the library's mill levy has also decreased from 4.477 in 2022 to 3.942087 in 2023.

Jack shared that the increase in health insurance benefits have significantly affected the budget. The library covers 90% of an employee's insurance premium.

Capital Improvement Plan (CIP)

The following are currently budgeted for in the CIP.

Sliding doors replacement - \$13,000
Window shades in the meeting room - \$3,500
AED (automated external defibrillator) - \$2,400. Jack spoke with the Fire Chief about replacing an AED. Information online indicates that replacement is not necessary until the manufacturer stops making replacement parts for our model.

None of the above items needs replacement at this time.

Technology CIP

Server - \$1,500
Firewall - \$2,000 - The firewall is no longer a capital purchase, since we went over to a software subscription some years ago.

Jack recommended the following 2024 CIP budget plan.

Card Entry System: \$12,000
Server: \$1,500
AED: \$2,400
Phones: \$7,500 – Dan Bentch (IT consultant) is researching the cost of a new phone system.
HVAC: \$140,000 – 2 rooftop units
HVAC Control System: \$38,000

The board discussed the purchase of a new HVAC system. The City holds \$600,000 in a fund for library capital improvement and would like the library to replace the current HVAC system at this time. The life span of an HVAC system is approximated at 10 years. Elisabeth asked if we should get someone to assess the efficiency of the current equipment. Jeff suggested that we

stage/schedule the two units for replacement at different times. Jack is unsure if the new units go in before a new control system.

Jeff moved that the Board give Jack the authority to implement the suggested CIP plan with attention to the concerns made by the Board. The motion was seconded by Claudia.

Discussion followed the motion. Jeff advised the board to postpone the final vote on the budget until May. This will give the board the opportunity to see what the city decides to do.

Election of Library Board Officers

Jeff moved that the current slate of officers be retained. Elisabeth seconded. The motion carried.

Flower Garden

Jim Ballew (landscaper) is working with someone who would like to plant flowers by the patio. This has not been done since 2019. Since that time, the space has been used for programming with patrons sometimes sitting where the flower garden used to be. Jack advised that the board would need to decide if they would like to continue with a flower garden in that place, in which case no motion is necessary, or change that area, probably covering it with grass, in which case a motion would be necessary. The budget for flowers and mulch is \$2,200. Last year, the library underspent that by \$643, so there shouldn't be a budget impact either way the Board decides.

Jeff moved that the area be replaced with sod. Hortencia seconded the motion.

The board then discussed amendments to the motion. Elisabeth stated that she would like other areas on the property developed into flower gardens and/or a children's garden.

Jeff accepted the friendly amendments and Susan seconded. The motion carried.

Elisabeth volunteered to head up a subcommittee on landscaping and gardens.

Computer Replacements

Dan Bentsch has secured quotes directly from Dell to purchase 30 computers. This project would refresh desktop computers for both the public and staff. The City allows this purchase without three quotes because the vendor is on state contract, which ensures competitive pricing. Dan advised the library to purchase the best/most expensive equipment possible as these units have the longest life span. He said that usually operating systems run about 6 years before requiring replacement.

The following options were presented:

Higher cost: 24-inch screen and a faster 12th generation i5 Processor, cost \$992.84 each or \$29,785.20

Lower cost: 22-inch screen and a 10th generation i5 Processor, cost \$767.70 each or \$23,031.00

Dan also secured a quote for four wireless keyboard and mouse sets to be used at the circulation desk, costing \$41.39 each or \$165.56.

The above quotes are good only through April 16, so some adjustment of the final cost could be expected.

John moved that the library purchase these items out of funds held by the City for capital improvements at the library, not to exceed the budgeted amount of \$36,500. Claudia seconded the motion. The motion carried.

Policy Revision

Jack recommended a revision in the library's Service Policy to increase the checkout limit of DVDs from 5 to 10. John asked if the library was experiencing a loss of DVDs from non-returns and Jack said no.

Hortencia moved that the Service Policy be so revised. John seconded. The motion carried.

Fundraiser

Jack reminded the board that the Strategic Plan requires a fundraiser.

Several fundraising events have been recommended:

- 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
- A mini-golf tournament
- Solicit donations during National Library Week for specific library needs (National Library Week is in April)
- Hourly meeting room rentals (Vicky requested that this idea be removed from the list)
- Sell popular, more valuable books online
- A carnival and food truck gala in Lion's Park

The board discussed at length the viability of the different ideas, focusing on the potential of significant funds being realized, the quantity of volunteer hours involved, and the availability of volunteers. Hortencia proposed doing three small fundraisers. Vicky offered several ideas of when such an event could take place. Jeff suggested that board members research any fundraising method they were interested in and bring information to the next meeting. The discussion will be continued at the next meeting.

6:13 p.m. Jeff and Tom left the meeting.

Librarian's Report

Upcoming Programs

Jack shared the following upcoming programs.

Adult book discussion of Ceremony, April 18. Titanic Escape Room, April 22, National Library Week – Spirit Week, April 24-28. There will be a series of programs and events during the week. Young Child Fair – Books, Blocks, Bubbles, BB-8, April 29, Bonner Springs Farmers Market opens May 5.

March Programs

The following programs were offered in March for adults.

Adult Winter Reading, Legislative Coffee, Tax Help, Genealogy Open House, History Buffs, Chair Yoga, Adult Book Discussion of *D-Day Girls*, Currents discussion of water shortages, Wordslingers Writing Group, Creative Writing Discussion, Examined Life discussion of ordinary language, Acoustic Jam, Paper Shredding.

The following programs were offered in March for children and teens.

St. Patrick's Day Party, STEM Explorers Magnetic Slime, Disney Trivia Night, Outbreak Virus Escape Room, Storytimes, Coding Clubs, Super Smash Bros. Tournaments, Lego Club, Teen Talk, Chess & Backgammon Club, Scavenger Hunt (passive program), Outreach at the Piper Early Childhood Center, McDaniel Preschool, DRE preschool, Head Start, Piper Early Childhood Family Night.

The library received three grants.

\$1,400 accreditation grant from NEKLS, \$1,000 Walmart Community Grant, \$500 grant from the Farm School at Gibbs Road.

There is a passive fundraiser to pick a new name for the library mascot, Hollywood's little sister. The four names in the running are: Harlow, Honey, Paris and Holly.

Jack shared March statistics. He noted that audiobooks, DVDs and music CDs have all seen increased circulation, 2022 compared to 2021.

Audiobooks +14%, Videos +46%, Music CDs +17%

Jack provided a budget snapshot of the year so far.

March 31 Target: 25% (\$192,641) vs. March 31 Spending: 25.18% (\$193,998). We are \$1,357 over the target.

This is due to personnel turnover after the approval of the 2023 budget. Personnel was under-budgeted by around \$19,000. The library pays 90% of employee health insurance, with some plans costing twice as much as others.

1 staff member @ \$ 4,193.60, 3 staff members @ \$ 9,129.36, 1 staff member @ \$ 9,660.00, and 1 staff member @ \$20,556.96.

Security Cameras

The board discussed the installation of new security cameras.

The library has been directed by the City Manager to install the same brand of security cameras used by the rest of the City. This would allow emergency responders access to the library's security cameras.

While this is a good idea in terms of safety, it may be at odds with patron privacy policies. Our 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."

By email Claudia voiced the following concerns: "Where is the footage located? Is it on the cloud or would the library or city hold the footage? If the city or cloud holds the footage then the police could have a legal basis for warrantless disclosure without the library's consent during emergency situations. And who defines an 'emergency situation'?"

Our computer consultant (Dan Bentch) says that the camera footage is kept on a server at the library, and that was one of the criteria for the system we selected. He also says of limiting and monitoring police access: "We would have to dedicate one of our few remaining 'outside' internet addresses and allow connection through to the camera system. It wouldn't be something that could be turned on and off at a whim, however. Not something a staff member could turn on and off. The PD would have to have a client program on their computer with a login and password to access the system."

He plans to speak further with the vendor about these options.

The board will discuss security cameras further after getting more information from Dan. Claudia expressed a concern about police overreach. Jack stated that it might be a good idea to retain a lawyer to help set a policy concerning the cameras and their use.

The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Laura T. Carroll