

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
May 11, 2023
Meeting in Person & Online via Zoom**

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

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

Call to Order

The meeting called to order at 5:28 p.m.

Public concerns

None

Additions to the Agenda

None

Consent Agenda

Regular Meeting Minutes for April 13, 2023, (2) Presentation of Invoices and Supplemental Checks from April 14, 2023 through May 10, 2023, (3) Treasurer's Report for May 11, 2023. Motion made by Susan and seconded by Madison to approve the Consent Agenda. Motion passed.

Librarians' Report

Upcoming Programs

Hannah Houston has created a seed library giving away seeds during the week of May 8th. She is also offering a program to create a DIY Seed Bomb on May 20. The adult book discussion will be May 16. They will be discussing the book *Our Missing Hearts* by Celeste Ng. The Farmer's Market is now open 8:00 – noon every Saturday. The first weekend was May 6 and over 1000 people showed up. The library received a grant from Cultivate Kansas City of \$181.43.

Jack informed the board about the upcoming Evenings on Oak programs which will be offered by the City will be held the second Thursday, June through October.

Summer Reading begins May 30 and runs through July 29. The Summer Reading Kick-Off party is June 3, 11:00-noon with a special appearance from KC Wolf.

National Library Week (April 24-28) and Library Giving Day (April 25) were celebrated. The Friends of the Library gave sandwiches, fruit and desserts to the staff during National Library Week. Staff also received compliments and tributes from families and organizations such as Happy Hearts and a homeschool group. Lesley Lard made a Spirit Week out of National Library Week and several staff members and patrons dressed up as favorite book characters and other prompts throughout the week. The winners of the annual bookmark contest were announced.

Library Giving Day was stretched throughout the month of April and the library received many generous donations. Donations were made by: DiAnne Berning, Patricia Gutierrez, Jane Hanks, Jack & Sally Helin, Tim Kienzle, Nancy Metzler, Sara & Mike Niemann, Claudia Patrick, Rodger & Janice Shannon, Dr. Stolfus, Telesa Tinberg, Mary Anne White, Anita & Clayton Wolfe, and Chris Wood, as well as an anonymous donation through NEKLS. On top of these donations, the library also received \$230.01 in donations as part of Lesley's contest to name Hollywood's little sister (Harlow), along with other jar donations at the desk. The total donations for the month was \$3,254.88.

Staff

The library staff honored Lesley's ten-year work anniversary with a lunch from Panera Restaurant. Lesley participated in an Early Literacy Symposium in Topeka and Laura participated in a Friends of Kansas Libraries meeting in McPherson.

Books, Block and Bubbles Young Child Fair

After a hiatus since 2019, the Library held the tenth annual Young Child's Fair. 215 people attended. This year's fair had the theme of Star Wars. Characters from the 501st Legion attended in Star Wars costumes. Former employees Jane Rink and Lynn Jennings volunteered. The following groups had tables: USD 204 Parents as Teachers, local preschools, the Wyandotte County Health Department and Pantry of Hope. USD 204 nurses offered hearing and vision screenings. The Bonner Springs Fire, Police and EMT services came with their vehicles and passed out information. Activities included Jedi training, games and bubbles on the lawn outside the library. Inside the library was a light saber craft and a Star Wars walk-through in the basement created by the Welicky family. The fair had the assistance of many volunteers.

April Programs

Other programs held in April for children and families included four morning story times a week, Chess Club every week, Read-to-a-Dog, Lego Club, Coding Cub, Coding Club, Jr., a movie matinee (Puss in Boots: The Last Wish), DIY Teen craft (making lip balm), STEM explorers (Star Wars), Teen Talk, Teen Puppy Therapy with puppies brought in by the Humane Society, the display of art and a reception for local high school artists, Día de los Niños bilingual story time with an appearance by Bailadores de Kansas City. Amy Cushing started a new Teen Advisory Group (TAG) that will meet on Saturdays. Amy represented the library at the Edwardsville Elementary Family Night. Lesley hosted two family nights at the library for students at Piper elementary schools. Lesley also did outreach at Piper Early Childhood Center, McDaniel Preschool Center, Delaware Ridge Elementary Pre-K, and Head Start.

Adult programming included an author appearance by TV journalist Matt Stewart promoting his book *Unique Eats and Eateries of Kansas City*. His appearance was a partnership with the Bonner Springs Historic Preservation Society. Also offered in April were a Titanic Escape Room, the final sessions of Tax Help, one-on-one Tech Help, a MYPlate nutrition program, acoustic jam, several sessions of chair yoga, History Buffs, Currents discussion on student debt, Wordslingers writing group, an Examined Life discussion of gender, and the book discussion of *Ceremony* by Lesley Marmon Silko.

Jack shared the April statistics.

Friends of the Library

Susan Berry reported on the Friends. After the May 16 meeting, the Friend will not meet again until August 15. They will be offering a book sale during Tiblow Days, August 26.

Wyandotte County Library Board

The Wyandotte County Library Board meets on May 16 to consider the budget proposals.

2023 Budget Snapshot

April 30 Target: 33.3% (\$256,598)

April 30 Spending: 32.4% (\$249,482) or \$7,116 under the target

New Business

2024 Budget

Jack has proposed a 3% tax revenue increase from both the City and County. This would give the Library an additional \$22,247 in 2024, which would accommodate a 3% salary increase.

Major changes to the budget are:

Increases

- \$2,899 to building expenses (\$2,354 for water, sewer and trash)
- \$18,396 to personnel benefits
- \$11,478 to payroll

Decreases

- \$8,178 (from materials – this maintains the 12% of the total budget spent on materials per accreditation standards)
- \$1,763 from computers (software - Jack is not renewing the MYLibro mobile app)
- \$1,600 from copier expenses

Claudia asked for clarification about the reduction of copier expenses. Jack explained that this was due to a renegotiation with the leasing company for a better price.

Jack stated that the Library's current mill levy is 3.942087.

Jack shared with the board that the Kansas City Kansas Public Library is planning on requesting a 3 to 5% tax revenue increase from the Wyandotte County Library Board. Their request will be dependent on the report from the County's finance officer.

Jack asked for a motion from the board to request a budget increase of 3% or an increase in line with Kansas City Kansas Public Library's request from the Wyandotte County Library Board. Hortencia approved the motion. Claudia seconded. The motion carried.

New Business

2023 Budget Revision

Jack shared that the City staff has advised him that when presenting this 2024 budget proposal, he should also present his 2023 budget revision. The revision is due to increased payroll costs because of staff turnover. The extra expenses will come out of budget carryover.

- \$7,958 in personnel benefits
- \$4,614 in payroll

These changes will lower the 2024 budget increases in the following two lines:

- \$10,438 in personnel benefits (from \$18,396)
- \$6,864 in payroll (from \$11,478)

Jack asked for a motion to authorize a request for 3% increase from the City in 2024 and a revision of the 2023 budget allowing \$12,572 to be spent out of carryover funds. John moved and Elisabeth seconded. The motion carried.

New Business 3

Fiscal Policy Revision

The library's fiscal policy states "Checks require at least 2 original authorized signatures. Authorized signatures are the Library Director, Board President and Secretary. Authorized signatures are on file at the Library's bank."

NEKLS accreditation standard 18 states "All checks issued by the library require two signatures – the president and the secretary of the library board. Any additional signatures are optional. The statutory basis for this is K.S.A. 10-803."

These two statements are not in agreement as to the proper protocol for signing checks.

Input from NEKLS:

- Their recommendation is "to develop a fiscal policy that utilizes the facsimile signature option."
- Two staff members at NEKLS (the director, Mike McDonald and the finance officer, Lisa Miller) have the authority to sign checks, but neither have used it. The director says, "This raises questions for me about the circumstances (emergency?) under which Lisa or I should be authorized to sign checks. Perhaps this could come into play when interacting with our banks under orders of the executive board."
- NEKLS will reevaluate the accreditation standard and consult their attorney.

Jack suggested that the board wait to hear from NEKLS about how to resolve the conflict.

The City's Finance Officer recommends that we replace the Fundraising checkbook with checks that require two signatures. Jack will work with the bank to set that up.

Jack shared the following State statute.

10-803. Signatures on warrants and warrant checks. Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated.

New Business 4

Sam's Club Credit Card

Despite submitting a notarized affidavit of identity signed by Vicky, Sam's Club was not able to add Jack to the existing library account. Kim Beets and Kathleen Schram were the only authorized users. Sam's Club advised Jack to set up a new account, which he did. The account however, is not a house charge as was previously in place. They issued Jack a Sam's Club credit card that can be used anywhere and has a credit limit \$20,000. The credit limit on the old house account was not printed on past statements and is unknown.

The Library's Fiscal Policy does not cover the issuance of credit cards. Jack asked the board for a motion to authorize the issuance of the Sam's Club credit card. John motioned and Claudia seconded. The motion carried.

New Business 5

Square Credit Card Processing

Jack shared the following history: The SNAP payment processor was paid on a grant for the first three years of the Farmers' Market. After that time, they started charging \$10 a month, then \$35 a month. Jack found another grant to cover a different payment processor for one year (and it will be much cheaper than the existing one after that), and it was approved, but this payment processor, TotilPay Go, requires the Library to use Square, which is a general credit-card processor similar to KanPay. Jack signed up for Square with the intention of using it only for SNAP payments at the Farmers' Market. The Library's Fiscal Policy does not cover initiating relationships with financial institutions such as TotilPay Go and Square.

Jack asked for a motion from the board that authorized Jack to initiate relationships with these financial institutions in order to lower costs at the Farmer's Market. John moved and Susan seconded. The motion carried.

New Business 6

Safety Walk-Through

NEKLS accreditation standard 11 reads, “Every two years, the librarian, a board member and a city representative conduct a maintenance review of the library building and physical grounds. Repairs should be completed within 6 months of the review. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs in writing.”

Jack asked for a volunteer from the Board to be part of the safety walk-through. Claudia volunteered. Jack advised that this must be done before the end of the year.

Old Business 1 Library Fundraiser

The Library’s 2022-2024 Strategic Plan says under Focus Area 3 (Finances): “Special Project: Summer Party fundraisers and/or a new approach to a major fundraising event (formerly Jazz on the Lake).”

These ideas that have been discussed as potential fundraisers:

Hold a carnival in a park.

Hold a block party with food trucks donating a percentage of proceeds to the library

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.

Idea for raising smaller amounts of funds:

Sell popular, more valuable books online.

Claudia stated that she believed that any fundraising activity decided on by the board not be scheduled during the summer reading in appreciation of how busy library staff is during that time. Elisabeth also commented on the advisability of using food trucks for a fundraiser. Any revenue from food trucks might be decreased since the City is already using food trucks at the monthly Evenings of Oak programs. Madison suggested that any fundraising activity be scheduled after the new school year in order to capitalize on the hourly volunteer requirements for National Honor Society members. Elisabeth observed that fundraisers that focus on library purchases for children seem to do the best. Vicky added that fundraisers that include adults and children, as opposed to adult only functions, have more participation and raise more money. Vicky advised the board that a decision should be made at the next meeting.

The discussion of fundraisers will be continued at the June meeting.

Old Business 2

Security Cameras

The library had been directed by the City Manager to install the same brand of security cameras used by the rest of the City in order that emergency responders could have access to the Library's web-based security cameras. Board members had expressed privacy concerns, and the Library's Patron Confidentiality Statement prohibits revealing the frequency of a patron's lawful visits to the library to anyone, including a government agency, without a valid process order or subpoena.

Further clarification from the City Manager is that the City desires identical security camera systems to simplify maintenance. Jack informed the board that in 2022 the Library purchased the requested security camera system. The City Manager would also like identical access-key-card readers for maintenance ease. Jack is very happy with our current security company and not interested in changing.

Jack asked the board if they would like to initiate the process of integrating the Library's systems by working with a lawyer to draw up conditions under which emergency responders would have access to our system. The Board did not take any action on this question.

Elisabeth updated the board on her progress in establishing gardens around the Library. She toured the grounds with Jack and Lesley and spoke with gardeners from the Wyandotte County Master Gardeners program. She is proposing adding two large planters outside, one on the patio and one by the front door. She considered creating a children's garden, but was hesitant because of the amount of time that would involve. She is working with the Master Gardeners to create a butterfly garden/Monarch Way Station. The Board thanked her for her work.

The Board then congratulated Madison on her graduation from high school.

The Board adjourned at 6:18 p.m.

Respectfully submitted,
Laura T. Carroll