Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
January 13, 2022
Meeting In-Person & Online via Zoom

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

Others Present: Judy Anderson (Wyandotte County Library Board), Jack Granath (Library Director), Kathleen Schram (Board Clerk)

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

Public concerns: None

Additions to the Agenda: None

Consent Agenda (1) Regular Meeting Minutes for December 9, 2021 (2) Presentation of Invoices and Supplemental Checks from December 10, 2021 through January 13, 2022 (3) Treasurer's Report for January 13, 2022. Vicky asked if anyone wished to remove an item for separate consideration. No items were removed. Motion made by Allen Holder and seconded by Claudia Patrick to approve the Consent Agenda. Motion passed

<u>Reports</u>
Student Macy Williams: Macy Williams, BSHS graduate, presented her senior project on her volunteer experience at the library over the summer.

<u>Librarian's Report</u>
Upcoming: Jack reported on upcoming children's and adult programming.

December Programs: Our big programs in December were the USD 204 Young Artists Reception with 188 attending (and a BSE chorus on the patio) and 150 takers for our Home of the Gnomes tour of the storm shelter, decorated for Christmas by Patricia Welicky. Other programs for youth included our last few storytimes of 2021 and storytime outreach at Edwardsville Elementary, McDanield, Head Start, and the Piper Early Childhood Learning Center; Read-to-a-Dog; and Chess Club. Adults had a book discussion of This Tender Land, Sunflower State Small Libraries with the Goddard Public Library, a Currents discussion of a new theory about pre-history, a "Color Me Calm" coloring program, the Wordslingers writing group, a Socrates Café discussion of personhood, Chair Yoga, Tai Chi, and Tai Chi outreach at the Senior Center. Jane also represented us at a USD 204 vaccine event in Edwardsville.

Adult Literacy: Anna made a webpage featuring adult literacy resources that Claudia collected: https://bonnerlibrary.org/adult-literacy-services/

Professional Development:

- Lesley is serving on the Kansas Notable Books committee
- Jane and Lesley attended the annual, day-long Summer Reading Workshop
- Anna took a webinar on "Rekindling from Burnout: Lessons and Strategies for Public Library Workers"
- Kathleen took a webinar on Hoopla Binge Passes

Building & Technology:

- Installed three exterior wireless access points to improve Wi-Fi at outdoor programs (grant-funded project)
- Purchased new (used) microphone and speaker for the meeting room
- Confirmed the 2022 HVAC contract will be with Luke Heating and Cooling (not Envirotech)
- Discovered a new leak over the magazine section
- Had minor wind damage to the eaves at the corner of the building by the book drop

Grants & Donations:

- $1,000 grant from the Breidenthal-Snyder Foundation for children's nonfiction materials
- $500 donation from Ted and Elisabeth Kasckow
- $116 grant from Cultivate Kansas City for the Farmers' Market

December Statistics: Statistics from December 2021 were given with a comparison to December 2020. Comparisons will not be accurate due to the COVID-19 public health crisis.

Wyandotte County Library Board: Judy reported the January meeting for the Wyandotte County Library Board was postponed until March 8, 2022. The meeting was postponed because the recently elected County Commissioners have not made their appointments to the Board.

Friends of the Library: The next meeting will be on Tuesday, January 18. The Friends will elect new officers and discuss the upcoming book sale in February.

<u>**New Business**</u>

Contract Approval: The City wants us to have written contracts with our principal contractors. Contracts with Jim Ballew (lawn care), Dan Bentch (computer consulting), and Steve Greer (custodial services). After review, motion made by John Mackey and seconded by Susan Berry to approve the contracts as presented for Jim Ballew, Dan Bentch and Steve Greer. Motion passed

Staffing Plan: One of the new NEKLS accreditation requirements in 2021 is to have a staffing plan in place. Jack explained in order to avoid requesting an accreditation waiver in 2022; he has created a Staffing Plan for Board approval. After review, motion made by Allen Holder and seconded by Claudia Patrick to approve the Staffing Plan as presented. Motion passed

2022 NEKLS Accreditation Application: Each year the Board must review and the Board President must sign a Library Development Grant Application. Last year we requested waivers on two standards. We handled the first by adding language about advocacy to our policies, and the Staffing Plan handles the second. After review, motion made by Claudia Patrick and seconded by Hortencia Dominguez for the Board President to sign the 2022 Library Development Grant Application as presented. Motion passed

NEXT Participation Agreement: Each year the Board must review and the Board President must sign an updated Next Search Catalog Automation Service Participation Agreement. This year's agreement does not represent an increase in cost ($5,000). The larger obligation is that we spend 12% of our operating expenses on materials, which we do. After review, motion made by Allen Holder and seconded by Susan Berry for the Board President to sign the 2022 Next Search Catalog Automation Service Participation Agreement as presented. Motion passed

Year in review: Jack gave an overview of the happenings at the library during the last year. The review included reports on programming, easing of restrictions, elimination of fines, electronic resources, building and grounds, technology, strategic plan, board turnover, staffing turnover, budget (income and expenses), and carryover.

Board membership: Expirations in 2022 are Allen Holder (first term) and John Mackey (filling unfinished term). Jack expressed he hoped that John and Allen's replacement will both agree to serve the next full term. John Mackey announced he is willing to serve his first full term if approved by the City Council.

There is a math problem with the terms, which according to statute should expire in a regular rotation (two expirations in each of three years and one expiration in the fourth). This prevents a mass simultaneous exit from the Board. Unfortunately, the City often (but not always) makes the second term a three-year term instead of a four-year term. The City suggested that this may be done according to the rules of our Charter Ordinance, which overrides the state statute, but that does not appear to be the case. Jack recommends we try to rectify the situation to avoid losing a larger-than-necessary number of Board members all at once. He explained it could be fixed by having the second term for Vicky and Susan extended to the full four years and making sure that all future reappointments are for the full four years. Both Vicky and Susan agreed to serve their full four-year term if the extension is approved by the City Council.

Board meeting adjourned at 6:10 p.m.

Kathleen Schram