

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
April 14, 2022
Meeting in Person & Online via Zoom**

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

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

Call to Order: The meeting called to order at 5:32 p.m.

Public concerns: None

Additions to the Agenda: People Counter

Consent Agenda (1) Regular Meeting Minutes for March 10, 2022 (2) Presentation of Invoices and Supplemental Checks from March 11, 2022 through April 14, 2022 (3) Treasurer's Report for April 14, 2022. Vicky asked if anyone wished to remove an item for separate consideration. No items were removed. Motion made by Jeff Harrington and seconded by Susan Berry to approve the Consent Agenda. Motion passed

Librarian's Report

Upcoming: Jack reported on upcoming children's and adult programming.

Staff: Kristina Steinbacher, Weekend and Evening Library Assistant, will be leaving us for a job in early childhood education. Our Farmers' Market Coordinator also submitted her resignation.

March Programs: In addition to organizing and largely executing the book sale, Kathleen gave a wrap-up report on the Adult Winter Reading Program she ran: 56 patrons registered, and 27 completed it. Katy ran another successful paper-shredding event. The library collaborated with the League of Women Voters and the Bonner Springs NAACP on a Virtual Legislative Coffee with Representative Tom Burroughs and Senators Pat Pettey and Jeff Pittman. Other programs for adults included our weekly ones (Tax Help, Tai Chi, and Chair Yoga), a Currents discussion of articles about the value and history of fiction, a Sunflower State Small Library Program with the Hesston Public Library, a book club discussion of *Glorious Boy*, the writing group, and a Socrates Cafe discussion of guiding principles. Anna also did Tai Chi outreach at the Senior Center. Younger patrons had weekly pre-recorded storytimes, weekly Facebook Live storytimes, weekly Chess Club, a pre-recorded Pajama Storytime, Read-to-a-Dog, and two Coding Clubs. Jane did in-person outreach at Head Start and McDaniel District Daycare. Jane and Lesley did Zoom outreach for the Piper Early Childhood Learning Center.

Bonner Springs Farmers' Market: City Council approved to move the market to a more visible location in the parking lot by Nationwide Printing.

Collaborations with NEKLS and the Department of Health: Lesley's application to be one of the ten libraries in a NEKLS Storywalk Pilot Program was accepted. We will receive mobile fixtures for display of large, weatherproof panels from picture books, and we will move them around the City, hosting at least three storywalks a year. We also received 25 one-day State Park permits to distribute free to patrons on

a collaboration between NEKLS and the Kansas Department of Wildlife & Parks. Lesley worked with the Wyandotte County Health Department again to make us a distribution site for free COVID home tests.

Grants: We received a NEKLS accreditation grant of \$1,250 and a Wal-Mart Community grant of \$1,000 for children's programming.

Professional Development:

- Anna took a webinar on Interlibrary Loan statistics through the State Library of Kansas.
- Jack took an all-day class at JCCC on Microsoft Access (database design) for our project of creating a furniture, fixtures, and equipment database.
- Jack has been involved in the creation of a new chapter (covering Kansas, Oklahoma, Missouri, and Arkansas) of REFORMA—a professional association that promotes library services to Latinos and Spanish speakers.

March Statistics: Statistics from March 2022 were given with a comparison to March 2021. Comparisons will not be accurate due to the COVID-19 public health crisis.

Wyandotte County Library Board: Judy reported the WCLB met on March 8 and will meet again in May. Libraries will submit their 2023 budget proposals at the next scheduled meeting.

Friends of the Library: The next meeting will be on Tuesday, April 19. For National Library week, the Friends hired Debra Fisher, from Essential Massage, to offer staff 15-minute chair massages. Those staff members not wanting massages received a gift card to Price Chopper.

New Business

Building—Aesthetic Considerations, Including Donation of Art: Jack requested approval to display two additional Ernst Ulmer prints in the library (one over the coffee table and one by the fireplace). They are donations from former Library Board member Emily Dykes. Jack also requested approval to install a plaque honoring retiring Early Childhood Literacy Coordinator Jane Rink on the concrete pad for the storytime bench. Motion made by John Mackey and seconded by Hortencia Dominguez to accept the Ernst Ulmer prints donation and to approve the plaque honoring Early Childhood Literacy Coordinator, Jane Rink. Motion passed

2023 Capital Improvement Budget: Jack presented a proposed spending schedule for funds held by the City in our Capital Improvement fund through 2027. Jack reported the City Manager wants us to replace all of the HVAC units in 2023 instead of 2026. Lawrence Luke said he would submit a quote but does not think that any entire unit needs to be replaced just certain parts. After review, motion made by Jeff Harrington and seconded by John Mackey to accept the proposed spending schedule for funds held by the City in our Capital Improvement fund through 2027. Motion passed

Meeting Room Projector: Jack requested approval to replace the broken meeting room projector using CIP funds held by the City (instead of using those funds to replace public-access computers, as budgeted—we would replace those in 2023). Less expensive projectors are available but would involve mounting from our high ceiling, which would bring the cost up to no savings, would be an aesthetic negative, and would present a maintenance headache. We would like to have a new projector in place in time for Summer Reading in June. Dan recommends a quote from KC Audio-Visual for \$6,629, which is not the low bid. After discussion, motion made by Elisabeth Kasckow and seconded by Susan Berry to approve the purchase of a new projector from KC Audio Visual using CIP funds held by the City if approved and if not, then use the library's CIP fund, which will be reimbursed at the end of the year. Motion passed

2021 ARPA Grant: Jack requested approval to purchase AV equipment with grant funds received in 2021. Having underspent one of our ARPA grants last year (after changing vendors at the last minute because of a supply-chain issue), we need to find a project related to outdoor programming to spend the balance on. We looked at a large mobile audio system similar to one used by the City, but the cost of that was very high (much higher than the City paid for theirs). Lesley's husband, who is a DJ, suggested a system for \$1,199 or, if we want to use it in a larger space, such as the Farmers' Market, one for \$1,899. He recommends an additional microphone set for \$649. After discussion, motion made by John Mackey and seconded by Elisabeth Kasckow to approve the purchase of the larger mobile audio system that can be used in larger spaces. Motion passed

People Counter: Jack requested approval to purchase a people counter at an estimated cost of \$2,000 plus \$180 a year for a cloud-based system or \$2,500 without annual fees for a system we own outright. After discussion, motion made by Vicky Wheeler and seconded by Hortencia Dominguez to purchase the people counter that we would own outright without annual fees. Motion passed

Review Patron Code of Behavior: One of our accreditation standards is to review each Library Policy at least every three years, so it is time to review the Patron Code of Behavior, last updated March 7, 2019. A note on the policy itself says that we will review it annually. We can either strike that or put this on a schedule to be reviewed every three years. Jack presented the Patron Code of Behavior with proposed changes. After review, motion made by John Mackey and seconded by Jeff Harrington to approve the Patron Code of Behavior with the proposed changes as presented and to review the policy every three years instead of annually. Motion passed

Farmers' Market Coordinator Position: Jack requested approval to post this position with a bonus of no more than \$1,000 as part of the compensation package. Jack explained, he intends to change the position from Coordinator to Associate, paying \$12.75 an hour and making up the difference between that and the \$15 an hour previously offered with an end-of-market bonus. This difference at 15 hours a week across 26 weeks comes to \$877.50 but would be taxed at a higher rate than income is taxed, so a round \$1,000 may be reasonable. After discussion, motion made by Hortencia Dominguez and seconded by Jeff Harrington to approve the bonus for the Farmers' Market Coordinator position and to pay the library director for his time as Market Manager. Motion passed

Old Business

Wyandotte County Library Board Request: The Wyandotte County Library Board is not scheduled to meet again until May, but they may schedule an additional meeting before the Library Board meets again. Therefore, our Board should approve a budget request at this meeting. Jack recommends submitting a budget request for no increase, since it sounds like the UG may vote not to exceed the revenue-neutral rate. After discussion, motion made by Jeff Harrington and seconded by Susan Berry to submit a request to the Wyandotte County Library Board for no increase for the 2023 budget. Motion passed

AtoZ Databases: At the April meeting at least one other Board member wanted to try the AtoZ databases. The databases are currently offered at a steeply discounted rate through pandemic stimulus funds, and the pricing, available through June 15, would be locked in for the future. The cost is \$150 for one and \$100 for each additional database. After discussion, the consensus was not to add the AtoZ Databases at this time.

Board meeting adjourned at 6:10 p.m.

Kathleen Schram