

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
May 12, 2022
Meeting in Person & Online via Zoom**

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

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 5:29 p.m.

Public concerns: None

Additions to the Agenda: Mulch; Refreshments for Jane's retirement.

Consent Agenda (1) Regular Meeting Minutes for April 14, 2022 (2) Presentation of Invoices and Supplemental Checks from April 15, 2022 through May 12, 2022 (3) Treasurer's Report for May 12, 2022. Vicky asked if anyone wished to remove an item for separate consideration. No items were removed. Motion made by Claudia Patrick and seconded by John Mackey to approve the Consent Agenda. Motion passed

Librarian's Report

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

Staff: Early Childhood Literacy Coordinator Jane Rink signed off with a last storytime under the tree on Arbor Day, she will return as a volunteer for our Summer Reading Kickoff. Lesley arranged for Jane's family in South Africa to make a surprise appearance via videoconference. We have two other open positions for Library Assistants. Jack, Kathleen and Lesley conducted seven interviews in April.

National Library Week: National Library Week was April 3rd through 9th, and the Friends of the Library showered the staff with food treats, gift cards, and massages from Essential Massage. The winners of our National Library Week Bookmark Contest were announced, and the Library received \$690 in donations for Library Giving Day! It was also Spirit Week, when staff and patrons come dressed in a variety of get-ups, including as their favorite book characters and in their pajamas.

April Programs: Our Tax Help program wrapped up the Tuesday before Tax Day, with 132 Federal returns filed, saving folks in our community \$46,200. Other programs included Storytime under the Tree, Pajama Storytime, our Storytime Finale with a scavenger hunt, Coding Clubs, Chess Club, a Currents short-works discussion of dropping out of society, the writing group, a book discussion of The Mere Wife, a Sunflower State Small Library program with the Salina Public Library, adult coloring, a Socrates Cafe discussion of social protests, Tai Chi, and Chair Yoga. Jane and/or Lesley hosted a visit from 63 BSE second graders, who came to write haiku; did outreach with the Piper Early Childhood Center, McDaniel, Parents As Teachers, Head Start, and DRE; and represented us at Edwardsville Elementary's Literacy Night. Anna did Tai Chi outreach at the Senior Center. The High School had an art reception in our gallery.

Professional Development: Anna took a Zoom on "creating a sustainable, user-centered website."

Building & Technology:

- We had two roof leaks in the staff area in April, and Protec Roofing came out twice to address the issue.
- Termites appeared in the meeting room, and Predator Pest Control treated them once with a foam insecticide and will take a more aggressive approach in May by drilling through the foundation.
- The people counter (tracking our gate count) failed in April. A new one has been ordered and should be installed in May. The number of library visits will be estimated until then.

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

Wyandotte County Library Board: Judy reported the WCLB was originally scheduled to meet on May 17 but there has not been confirmation of the meeting as of today. When the WCLB meets, the 2023 budget requests will be presented.

Friends of the Library: Susan reported the next meeting would be held on Tuesday, May 17. The Friends will not meet in June or July. The Friends will have a small book sale in the meeting room on Saturday, August 27 during the Tiblow Days parade.

Budget update: As of April 30, we have spent \$216,562 with target spending (33.3% of operating budget) of \$247,138 resulting in underspending so far of \$30,576. Jane's retirement will result in an additional \$15,000 in underspending.

New Business

Ballot Box Camera and Patron Confidentiality: The Wyandotte County Election Office wants to install a camera on our ballot box, but one that they monitor, not us. NEKLS thinks that doing so is legal under KS 45-221,

- Except to the extent disclosure is otherwise required by law, a public agency shall not be required to disclose: . . . (23) Library patron and circulation records that pertain to identifiable individuals.

but is contrary to our policy,

- No information shall be disclosed regarding or including: . . . (9) The frequency or content of patron's lawful visits to the library.

Jack explained our computer consultant does not think a camera can be positioned that would not capture this information (other than a bird's eye view, which would not be much help in monitoring the box). After discussion, no action was taken.

Spending Library-Held CIP Funds: Jack reported the Board approved the purchase of a people counter last month but he would like to use Capital Improvement funds for the project, which includes the hardware and installation. Jack explained two of our NEKLS accreditation standards (materials and personnel spending) are calculated as a percentage of operating expenses, so reducing operating expenses by using CIP for all eligible purchases helps us meet those goals. After discussion, motion made by Claudia Patrick and seconded by Susan Berry to approve the use of Capital Improvement funds for the hardware and installation of the people counter. Motion passed

Library Assistant and Associate Positions: Jack requested Board approval to hire Hannah Houston as a library assistant to fill one open position at our hourly rate for all part-time work of \$12.75. NEKLS advises that Board approval is not required unless there is a budget impact, but the auditor disagrees.

In this case, there is a budget impact with an 18-hour position being changed to a 20-hour position to give that employee sick leave. Doing so also gives her vacation leave and retirement benefits. Total 2022 budget impact: \$2,800. Personnel funds for 2022 are underspent elsewhere by around \$7,000 and will be further underspent because of Jane's retirement. The change is factored into the 2023 budget. Motion made by John Mackey and seconded by Elisabeth Kasckow to hire Hannah Houston for the 20-hour library assistant position at \$12.75 per hour. Motion passed

Jack also proposed we change one Library Assistant position to a Library Associate position (evenings and weekends) in charge of the building, including opening and closing it, when necessary (Sundays on a regular basis). Jack proposed we compensate for these increased responsibilities with an annual bonus of \$1,000 and an additional two hours of work per week. Jack explained his rationale for this change is that when full-time staff work Sundays, they need to take that time off somewhere in the work week, and we sometimes wind up understaffed as a result. This change will solve that problem. Motion made by Susan Berry and seconded by Madison Clark to approve changing Olivia Miller from Library Assistant to Library Associate and to compensate her with an annual bonus of \$1,000. Motion passed

Old Business

2023 Budget Request: Jack requested approval of the 2023 budget request as previously presented, with a 3% (\$13,400) increase in City tax revenue, no increase in county tax revenue, a reduction of \$10,500 in fines and fees, and an overall increase in expenses of \$2,900. Motion made by Jeff Harrington and seconded by John Mackey to approve the 2023 budget request as presented. Motion passed

Mulch: Predator Pest Control found termites in the mulch around the building and recommends that we replace it with rock. Another option is to use rubber pellets. Rock is expensive but pays for itself over time, since it does not need to be replaced annually, as mulch does. We do not yet have a quote for this project. No action was taken.

Refreshments for Jane's Retirement: After discussion, the consensus was to order ten dozen cookies.

Board meeting adjourned at 6:10 p.m.

Kathleen Schram