

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
November 10, 2022
Meeting Online Via Zoom**

Members Present: Hortencia Dominguez, John Mackey, Madison Clark, Claudia Patrick, Susan Berry

Others Present: Jack Granath (Library Director)

Call to Order: Meeting was called to order at 5:39 p.m. by Vice President John Mackey

Public Concerns: None

Additions to Agenda: None

Consent Agenda: (1) Regular Meeting Minutes for October 13, 2022 (2) Presentation of Invoices and Supplemental Checks (3) Treasurer's Report for November 10, 2022. Motion made by Claudia Patrick and seconded by Hortencia to approve the Consent Agenda. Motion passed.

Librarians Report:

Upcoming: The following closings will be observed: Friday, November 11 for inservice; Thursday and Friday November 24 and 25 for Thanksgiving. The library will close at 5:00 on Wednesday, November 23. Jack reported on upcoming children's and adult programming. Amy's programs include Teen Oreo Art, Teen Anime Club and Teen Talk. Other programs for youth included LEGO Club, Storytime with Sharice Davids and DiNovember Stop Motion Animation. Jack's discussion groups include Examined Life on Equality and Equity, Currents on the Role of Libraries in Society and Book Discussion of *The Seed Keeper*

Staffing: Kathleen, Lesley and Jack conducted four interviews for the open part-time position and selected Amy Aldrich, who will begin next week.

Professional Development: Staff received fire extinguisher training from the Fire Marshall. Jack spent a full day at the NEKLS Fall Directors Institute with sessions by librarians from Wichita and Topeka on servant leadership and the freedom to read. Amy C. took webinars on "Connection Teens with Technology at the Library" and "Dynamic Programs for Teens and Tweens."

October Programs: October began and ended with big programs. The Mobile Mammogram Unit began with the distribution of colorectal cancer screening kits and a masseuse on site the first day of the month. The month ended with our 10th annual Boo Bash with 352 attendees counted. There was a DJ, games on the lawn, Patricia Welicky's amazing haunted storm shelter, story time with former employee Sara Aldrich, a craft, candy and pumpkins. Other October activities included Gene Chavez presentation on Mexican-American baseball. This included a display of related panels in our art gallery. A watch party for a Community Panel at KU on the two constitutional amendments proposed on the November 8th ballot was also included in this month's programs.

Storytime returned to the Reading Roundhouse for the first time since the pandemic started and Amy held her first big program: Spooky Slime Time and a Hocus Pocus Escape Room. Kids and families also had Pajama Storytime, Read-to-a-Dog, Coding Club and Chess Club (now including backgammon). Amy had her first big outreach to Clark Middle School and joined Lesley in giving a library tour to 65 kindergarteners. Lesley did outreach to McDaniel, DRE preschool, Head Start and the Piper Early Childhood Center.

Other programs for adults included Currents discussion on what school is for, the Wordslingers writing group, a book discussion of *Cat's Cradle* by Kurt Vonnegut, an Examined Life Lunch Break discussion of Capitalism and Chair Yoga. Kathleen did Books in Motion and gave a tour to a group of librarians from KCKPL who were taking librarians from their sister city in Croatia around to libraries.

Jack reported that the last three farmer's markets of the season ended with a big turnout for the Allegro Choir and a pet parade. An appreciation event for vendors and volunteers was held at the Fuel House.

Grants and Donations

The library received a \$100 donation from the Bonner Springs Garden Club for the purchase of gardening books.

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

Jack also announced the retirement plan for Kathleen. She will continue to work full time until the end of the year, at which time she will work until March 10 on a part time basis. With this schedule, Kathleen will have been a part of the library staff for 29 years and 1 day.

Wyandotte County Library Board: There was no additional information at this time. They board will meet later this month.

Friends of the Library:

The Friends next meeting will be December 13 with their annual Christmas Book Swap. Information is being collected and organized with information about the Friends organization since 1986.

New Business:

- Jack presented information on the proposed 2023 Board Meetings and Holiday, Jack proposed that the library close Sunday and Monday for New Year's Day since it falls on a Sunday.. Juneteenth falls on a Monday although Jack would be open to a floating holiday. Christmas Eve falls on a Sunday and Jack would propose closing on the day after Christmas but also entertains a floating holiday. Motion was made by Hortencia to approve the 2023 Board Meetings and Holidays as presented.
- Jack proposed to the Board two options for a staff holiday party or recognition. (1) Provide a catered staff Christmas party or paying for the food at a celebration in a restaurant. (2) Gift cards-cards over \$25 prove problematic because they are treated as bonuses and paychecks are reduced accordingly. After discussion, it was decided to have Jack ask the staff as to their preference.
- Jack requested that the Board approve the hire of Amy Aldrich to fill an open Library Assistant position. The Board's approval is not required unless there is a budget impact, but the auditor disagrees. There will be no budget impact in this case, an 18-hour position being filled with a 16-hour employee. Motion was made by Claudia to approve the hiring of Amy Aldrich. Hortencia seconded. Motion passed

- Jack proposed to the board an across the board increase of 4% for 2023 salary increases. The budget had been previously submitted to the City earlier this year with one exception. That exception was to arrange compensation for one employee for added responsibilities with a \$1,000 bonus per year. Starting in 2023, Jack would like to translate that into her regular wage. The 4% increase will move Library Assistants from \$12.75 to \$13.26. It is proposed that one Library Associate will move to \$14.09 with no extra bonus at the end of 2023. This would be a 10.5% increase. Motion was made by Susan to approve 2023 salary increases with a second from Claudia. Motion passed
- An estimate from Luke Heating and Air Conditioning was submitted for an estimate of \$27, 250 to replace the software that control the HVAC system. In order to pursue this project, a change order would need to be submitted with approval by the City Council for 2023, or prioritize this project over some of those that make up the \$77,300 in City-held funds budgeted to be spent in 2023 or plan for it in 2024. Three quotes will be needed. The system is functional but occasionally is not in good workmanship order.
- Executive Session-There was no need to go into an Executive Session due to no one being present to be excused. This item was in reference to compensation of an individual or individuals. After discussion, Hortencia made a motion to provide leadership compensation to Kathleen Schram and Leslie Lard in the amount of \$1300. Claudia seconded and the motion passed.

Old Business

- Since the last meeting, Jack has revised the Collection Development Policy (VII. Challenged Materials B. Process for Reconsideration of Library Materials). This specifies that the complainant must have library card and lengthening the process to a possible two months. Also included is the Request for Reconsideration of Library Materials form to the policy as an appendix. A change also was included in the Collection Development Policy (III> Acquisition A. Material Not Purchased). After discussion, Claudia made a motion to approved the corrections. Hortencia seconded and the motion passed.

Meeting adjourned at 6:09

Kathleen Schram/Susan Berry