

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
September 8, 2022
Meeting in Person & Online via Zoom**

Members Present: Vicky Wheeler, John Mackey, Susan Berry, Claudia Patrick, Hortencia Dominguez, Elisabeth Kasckow, 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 5:27 p.m.

Public concerns: None

Additions to the Agenda: None

Consent Agenda (1) Regular Meeting Minutes for August 11, 2022 (2) Presentation of Invoices and Supplemental Checks from August 12, 2022 through September 8, 2022 (3) Treasurer's Report for September 8, 2022. Vicky asked if anyone wished to remove an item for separate consideration. No items were removed. Motion made by Susan Berry and seconded by Jeff Harrington to approve the Consent Agenda. Motion passed

Librarian's Report

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

Staffing: Weekend Services Coordinator Anna Wong, who just celebrated her five-year anniversary with us, has left to take a position as director of a university library in Canton, New York, part of the SUNY system. We have retooled her job description to concentrate on our PR efforts, though it will retain the weekend schedule and responsibilities. Next week Amy Cushing, who interned at the library recently, will begin in the position of Children's and Teen Programming Coordinator.

Reading Roundhouse: Lesley has cleaned out and brightened up the Reading Roundhouse in preparation for a return to in-person indoor storytimes. We have a new storytime rug and some other new furnishings. She has also taken steps to improve safety in the Roundhouse by installing an emergency alert that is activated at the circulation desk, and she is working with a contractor on a plan to put in an emergency exit, subject to Board and City approval.

August Programs: Lesley offered a storytime at the pool with 35 attending and did two sessions of outreach in Piper; Nancy represented us at a USD 204 supply and resources fair. Kathleen took books around for Books in Motion. Lesley's storywalk got a mention in the NEKLS newsletter. Adults and families weekly Chess Club, a Currents discussion of the Supreme Court, an Examined Life discussion of evil behavior, the Wordslingers writing group, a Lesley-led book discussion of The Midnight Library, a Sunflower State Small Library program with the Lansing Community Library, Color Me Happy adult coloring, and

Tai Chi. The Farmers' Market had a mobile pet resource center, a Friends-sponsored children's book giveaway, yoga, and the music of Bob Wilson.

Grants, Donations, and a Gift:

- Rotary gave us an unsolicited donation of \$100.
- Cultivate Kansas City gave us two grants totaling \$435 for the Farmers' Market
- The State Library of Kansas gave us a \$253.51 Notable Books grant.
- Olivia took a grant-writing workshop.
- A patron gave each staff member a goodie/tote bag, saying that "aside from her family and nurses, we did the most to get her through" her chemotherapy with the audiobooks we got to her.

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

Wyandotte County Library Board: Judy reported the WCLB met on August 23 and approved a 10% budget increase for the 2023 budget.

Mill Levy Overview: Jack gave an overview of how the mill levy works and how the City and County set their own individual mill levy each year.

Friends of the Library: The Friends had a mini book sale on Saturday, August 27 during the Tiblow Days parade. Their next book sale will be October 6 (4:00-7:00 pm) and October 7 and 8 (10:00 am – 2:00 pm). The next Friends meeting will be on Tuesday, September 20 at 4:00 pm.

Budget Snapshot: As of August 31 we have spent \$440,294 (59.3% of operating budget) with target spending \$497,245 (66.7% of operating budget), underspending so far by \$56,951. We will transfer \$9,950 back to the Capital Improvement Fund; therefore, the adjusted underspending is \$47,001.

Executive Session: John Mackey moved and Madison Clark seconded the library board recess into executive session to discuss compensation of an individual non-elected employee pursuant to the non-elected personnel matter exemption, K.S.A. 75-4319(b)(1). The open meeting will resume in the meeting room and on Zoom at 6:05 p.m.

Motion was made by Jeff Harrington and seconded by Claudia Patrick to resume the open meeting at 6:04 p.m. with no action taken.

Motion made by Jeff Harrington and seconded by Hortencia Dominguez to increase the hourly wage of the two-coordinator positions to \$16.11 and additional other hires without a MLS will start at \$15.00. Motion passed

New Business

Approval of New Hire: Jack requested the Board approve the hire of Amy Cushing in the role of Children's and Teen Programming Coordinator at a rate determined in executive session. There would not be much budget impact in terms of salary, since the vacated position was budgeted at a higher rate, but there could be an impact in terms of benefits. The previous position was budgeted for health benefits at \$9,230. That number will range

from \$3,500 to \$18,460, depending on the new hire's benefits election. Motion made by Jeff Harrington and seconded by Hortencia Dominguez to approve the hire of Amy Cushing at the hourly rate of \$16.11. Motion passed

Budget Revision: Due to the Wyandotte County Library Board approving a 10% budget increase of \$25,467, Jack presented a proposed revision to the 2023 budget for Board approval. After review, motion made by John Mackey and seconded by Claudia Patrick to approve the budget revision as presented. Motion passed

Security Cameras: Dan secured five quotes for new security cameras, but was not able to get three comparable quotes for the model (Avigilon) used at City Hall, which the City wants us to purchase. The quote from ADS for Avigilon security cameras is \$18,161.31, which includes the camera server. This project comes in a little under budget, the original plan being to spend \$16,000 on replacement cameras one year and \$5,000 on a replacement camera server the next. Motion made by Claudia Patrick and seconded by Jordan Mackey to approve the purchase of Avigilon security cameras and server from ADS at the cost of \$18,161.31. Motion passed

Exit from the Reading Roundhouse: Lesley has been working with a contractor on getting a quote for adding a door from the Reading Roundhouse to the outside in case of fire or an active assaulter situation. We have added an emergency electronic doorbell intended to alert those in the Roundhouse to leave the building. The City has sent paperwork for a permit and inspection, so City approval would be required, as well as Library Board approval. Jack reported Omega Door submitted a quote for \$6,029 and the project is eligible to be paid for from the Capital Improvement Fund. After discussion, motion made by Jeff Harrington and seconded by Elizabeth Kasckow to approve Omega Door to install an emergency exit in the Reading Roundhouse at the cost of \$6,029 from the Capital Improvement Fund, which will be reimbursed at the end of year. Motion passed

Board meeting adjourned at 6:18 p.m.

Kathleen Schram