

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

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

**Others Present:** 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:** Two additions; Painting projects, Tips

**Consent Agenda** (1) Regular Meeting Minutes for November 10, 2022 (2) Presentation of Invoices and Supplemental Checks from November 11, 2022 through December 8, 2022 (3) Treasurer's Report for December 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 Claudia Patrick to approve the Consent Agenda. Motion passed

**Librarian's Report**

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

**Staffing:** Our Assistant Director, Kathleen Schram, will be leaving the library to work for a company her family has bought. Her plan is to continue full-time at the library through the end of the year, then scale back hours through March 10, at which point she will have reached her 29TH YEAR of working at the library!

**Professional Development:** This year's in-service featured Lawrence Public Library's Frankie Haynes on Anti-Racism and Libraries, active assaulter training with the Bonner Springs Police Department, some tech training, and the launch of our Furniture, Fixtures, and Equipment inventory project. This month Hannah H. took the webinar, "Library Programming for Adults from Start to Finish," and Jack took two: one on fostering an introvert-friendly workplace and one on Niche Academy's tutorials for patrons and staff.

**November Programs:** Our big program this month was Storytime with Representative Sharice Davids and 101 (including two scouting troops) in attendance. We also had our regular morning storytimes and one pajama storytime. Lesley also did outreach to the Piper Early Childhood Center, tying in her storytimes with the Kansas Reads to Preschoolers program. Amy did two full days of outreach at the middle school (the entire 7th grade one day and the entire 8th grade the next).

Amy put together lots of new programs this month: Building Autumn Birdhouses (intergenerational, 25 in attendance), Teen Oreo Art, Teen Anime Club, and Teen Talk book discussions. We also re-launched our Lego Club and our stop motion animation program. Other regular programs for kids and families included Read-to-a-Dog, Coding Club, Coding Club Jr., and weekly Chess & Backgammon Club.

Amy has been doing lots of passive programming with scavenger hunts and riddles. Lesley put together a celebration for our mascot Hollywood's birthday (with photo ops) and put up the

storywalk around Delaware Ridge Elementary on a walking trail between playgrounds. Another kind of passive program was a food drive held through the month of October. We delivered a carload of food items to Vaughn-Trent in November.

Adults had an off-site author event with Anne Kniggendorf; it was co-sponsored with the Historic Preservation Society, and Nancy represented us. We also offered a Currents discussion of an article about why facts don't change our minds, an Examined Life discussion of equity and equality, the writing group, and one session of Chair Yoga. Kathleen took books around for Books in Motion twice.

**Grants & Donations:** Library Giving Day was a success this year with \$640 in donations received, including \$500 from our own Elisabeth Kasckow, \$100 from our own Claudia Patrick, \$25 from Jennifer Doerfler, and \$15 from Alfred Gutierrez. We also received a \$359 grant from Cultivate Kansas City for the Farmers' Market.

**Facility:** Our new security cameras were installed, and the quality of the images and the area covered are both big improvements. M-D Painting completed their spot painting in the library, and they did a great job covering up our dings and matching our old paint.

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

**Wyandotte County Library Board:** At the November meeting, new members were introduced and meeting dates were set for the upcoming year.

**Friends of the Library:** The next Friends meeting is December 13 at 4:00 pm, during the meeting there will be a book swap and \$5 membership dues will be collected.

**Budget Snapshot:** As of November 30, we have spent \$640,672 (96.3% of operating budget) with target spending \$680,558 (91.7% of operating budget), underspending so far by \$39,886. We will transfer \$9,950 + \$6,029 (Reading Roundhouse Door installation project once approved) back to the Capital Improvement Fund; therefore, the adjusted underspending is \$23,907.

### **New Business**

**Company Card Resolution:** Kathleen is currently the library's agent with regard to our Union Bank and Trust credit cards. Jack requested a motion authorizing the Board President to sign the Company Credit Card Resolution making John D. Granath the agent as of this date. Motion was made by John Mackey and seconded by Hortencia Dominguez to authorize the Board President to sign the Company Credit Card Resolution making John D. Granath the agent as of this date. Motion passed

**Transfer of Funds to Capital Improvement:** Jack requested approval to transfer \$9,949.50, along with expenses pertaining to the Reading Roundhouse exit project (if completed in 2022) to the Capital Improvement fund. The dollar figure represents what we spent out of the Capital Improvement fund on two projects in 2022 (the people counter and the mulch replacement project). The Reading Roundhouse exit project was approved at the quoted expense of \$6,029, but there will be some additional costs for electrical work. Motion made by Hortencia Dominguez and seconded by Elisabeth Kasckow to approve the transfer of \$9,949.50, along with expenses pertaining to the Reading Roundhouse exit project (if completed in 2022) to the Capital Improvement fund. Motion passed

**Approval of Extra Check Run in December:** Jack requested the Board approve an extra check run at the end of December to spend surplus 2022 funds on bills not due until January 2023. This will

help us meet our bills in the coming year. Motion made by John Mackey and seconded by Claudia Patrick to approve the extra check run at end of December. Motion passed

### **Old Business**

**Approval of Staff Holiday Party:** At the last Board meeting Jack was asked to get input from the staff what they would like in the way of a holiday party or recognition, and at the November 11 (in-service) staff meeting, they requested a group dinner at a restaurant after the holidays. Jack requested approval of this expense, not to exceed \$500 and to exclude alcoholic beverages. Motion made by Claudia Patrick and seconded by Madison Clark to approve a holiday party (excluding alcohol) and not to exceed \$500. Motion passed

**Painting Project:** Since the Board approved \$2,500 for the interior painting project, Jack requested approval of an additional \$500 for that project. The painters did extra work in the staff area and by the Allcutt entrance. Motion made by Madison Clark and seconded by John Mackey to approve an additional \$500 for the interior painting project. Motion passed

**Tips:** A staff member received a monetary tip from a patron. The staff member is asking what she should do with the tip. Jack reported since there is nothing in library policy regarding tips he contacted NEKLS for their assistance. Following is the input from NEKLS:

- This is a first for me -- I have never heard of a library patron tipping an employee. Your staff must be providing exceptional service!
- Legally, I suppose library workers are eligible to receive tips.
- That said, I don't believe employers are *obligated* to allow employees to receive tips.
- If the library board does not wish to permit tipping, then this needs to be addressed in personnel policy.
- Tipping involves the risk of tips not being properly recorded or reported to state and federal taxing authorities. This could expose the library to legal risks and audits.
- You may decide that you would like to ask NEKLS to run this inquiry by our attorney.

After discussion, it was decided to have the Personnel Committee decide on language to be added to the Personnel Policy regarding employees not being allowed to accept monetary tips. The Personnel Committee will have a recommendation for approval at the next meeting.

Board meeting adjourned at 5:56 p.m.

Kathleen Schram