

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
November 18, 2021
Meeting Online via Zoom**

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

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

Call to Order: The meeting was called to order at 5:27 p.m.

Public concerns: None

Additions to the Agenda: Three additions were made; Security Cameras, 2021 Holiday Calendar, Personnel Policy Handbook

Consent Agenda (1) Regular Meeting Minutes for October 14, 2021 (2) Presentation of Invoices and Supplemental Checks from October 15, 2021 through November 18, 2021 (3) Treasurer's Report for November 18, 2021. Vicky asked if anyone wished to remove an item for separate consideration. No items were removed. Motion made by Allen Holder and seconded by Susan Berry to approve the Consent Agenda. Motion passed

Librarian's Report

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

October Programs: We had our 9th annual Boo Bash with 345 in attendance for stories, games, music, treats, a haunted house in the storm shelter, and free pumpkins. In mid-October, we had our Mobile Mammogram program and vaccination event, with 22 mammograms and 5 breast exams conducted, 16 COVID vaccinations administered, and 14 colorectal screening kits given out. Regular programs during the month included the launch of weekly Halloween Hocus Pocus (storytime) on the Patio on top of twice-weekly Storytime under the Tree and two pajama storytimes, weekly Chess Club, Read-to-a-Dog, Coding Club and Coding Club Junior, a book discussion of Mexican Gothic, a Currents (short works) discussion of evolution and conspiracy theories, a Socrates Café on artificial intelligence, the Wordslingers writing group at McDaniel, Anna's Sunflower State Small Library program (Abilene Public Library), Meet the Artist with KCKCC student Michael Young, weekly Tai Chi, and weekly Chair Yoga. Jane did morning and afternoon outreach at McDaniel. Lesley did two sessions of Zoom outreach to the Piper Early Childhood Center. We wrapped up our 5th annual Farmers' Market with some great October programs: the Allegro Choir, the return of the Mobile Pet Resource Center, and a Halloween Pet Parade.

Food for Fines: We wrote off a total of \$280.10 in fines this year, down from last year's \$371.74 and 2019's \$642, but many people brought more items than they had fines for and some donated who had no fines at all.

Binge Boxes: We added a new item type to our collection, the Binge Box, a set of five or six themed movies that circulate as one item. Kathleen handled all of this, from selecting the titles to figuring out how to show them in our catalog (and of course cataloging them).

Professional Development:

- Jane and Lesley took a webinar on Relighting Your Programming Fire and another called, "Picture This: Home and Community" (authors sharing their books and discussing the importance of home and community for children in literature).
- Katy took a webinar called, "Public libraries and Public Health: Partners for Community Health."
- Jack watched the recording of a webinar called, "Less Ostrich, more Owl: Five Steps to Quickly Improve Your Library's Ability to Respond to a Sudden Disaster," from the Network of the National Library of Medicine.
- Lesley completed her three-part class on "Fostering an Antiracist Library Culture."

Building:

- The patio lights were installed, a grant-funded project.
- Water problems included leaks from a fire sprinkler, the ceiling of the women's restroom, and the vent under a drinking fountain, each probably having to do either with a roof leak or HVAC condensation. We also had some flooding in the newspaper area from rain.

Grants & Donations:

- \$500 from Humanities Kansas to bring cowboy-historian Jim Gray to Bonner Springs
- \$209 from Cultivate KC for the Farmers' Market
- \$25 from the Bonner Springs Gardening Club for purchase of a gardening book

October Statistics: Statistics from October 2021 were given with a comparison to October 2020. Comparisons will not be accurate due to the COVID-19 public health crisis.

Reports

Wyandotte County Library Board: Next meeting will be in January 2022.

Friends of the Library: The Friends met on October 19 and helped make treat bags for the upcoming Boo Bash. The next Friends meeting will be on December 7 and they will hold a book swap during their monthly meeting.

New Business

2022 Board Meeting and Holiday Calendars: Library Board members reviewed the 2022 Board Meeting schedule. Motion made by Susan Berry and seconded by Claudia Patrick to approve the 2022 Board Meeting schedule as presented. Motion passed

Library Board members reviewed the 2022 Holiday Calendar. After discussion, motion made by Claudia Patrick and seconded by John Mackey to approve the 2022 Holiday Calendar and to set December 23 as a floating holiday. Motion passed

2021 Holiday Calendar (Addition to the Agenda): This year, with both Christmas and New Year's Day falling on a Saturday, we are closing the library five days instead of three, but staff are being paid for only two holidays. (The library is closed three weekend days but only two weekdays.) According to our policy, staff should receive a paid holiday for Christmas Eve, Christmas Day, and New Year's Day (three paid days total). The Policy Committee has considered this, and a majority recommend a floating holiday for staff instead of closing the library another day. After discussion, motion was made by Claudia Patrick and seconded by Allen Holder to approve a floating holiday on December 27 for staff. Motion passed

Personnel Policy Handbook (Addition to the Agenda): Jack presented an amendment to the Personnel Policy Handbook regarding a floating day of holiday leave to avoid excessive closure. After discussion, motion was made by Claudia Patrick and seconded by Susan Berry to approve the amendment regarding a floating day of leave to be used within sixty days of the holiday. Motion passed

GAAP Waiver: Generally Accepted Accounting Principles involve auditing an organization's financials on an accrual basis. (Funds encumbered in 2021 but paid in 2022 would be considered 2021 expenses.) The City is changing its audit procedure to a cash basis (funds encumbered in 2021 but paid in 2022 would be considered 2022 expenses). Since the Library's audit is part of the City audit, the Library Board will need to approve a GAAP Waiver as well. Motion made by Claudia Patrick and seconded by John Mackey to approve the GAAP Waiver as presented. Motion passed

Strategic Plan: The Strategic Planning Committee met in November and outlined six focus areas for 2022-2024. A draft of the plan was presented for Board review. After discussion, motion made by Susan Berry and seconded by Allen Holder to approve the Strategic Plan for 2022-2024 as presented. Motion passed

Emergency Manual: Jack presented a proposal for a new Emergency Manual for Board review. The new emergency manual merges the Shelter Operations Plan, Bloodborne Pathogens Policy and Contagious Disease Outbreak Policy and updates the language about authorized use of the storm shelter as a meeting space to the Meeting Room Policy. After discussion, motion made by Allen Holder and seconded by John Mackey to remove the Shelter Operations Plan from library policy, approve the Emergency Manual as presented, and approve the changes to the Meeting Room Policy as presented.

Staff Christmas Party: In previous years, the Board has approved a \$25 gift card for each staff member for a Christmas party. In the current situation, as last year, staff may not gather in a restaurant, but they would appreciate the recognition all the same. After discussion, motion made by Hortencia Dominguez and seconded by Claudia Patrick to purchase a \$50 gift card for each staff member for a Christmas party. Motion passed

Old Business

Service Policy—Parental consent: Jack presented an amendment to the Service Policy requiring a parent or guardian to sign the registration form for individuals age 17 and younger. After

discussion, motion made by John Mackey and seconded by Hortencia Dominguez to approve the amendment to the Service Policy regarding parental consent as presented. Motion passed

Late Fee Policy: Jack reported unfortunately NEKLS does not have a report that will show how many patrons will be unblocked by eliminating fines, nor do they have a report showing the total number of books lost in a year. The report only shows how much they owe, not how much they owe in late fees vs. lost-item replacement fees. Following is a breakdown showing how much patrons currently owe:

- 1,946 patrons owe \$.05 to \$1.00
- 3,147 patrons owe \$1.05 to \$9.99
- 2,406 patrons owe \$10 and up

Jack presented an amendment to the Service Policy regarding late fees for Board review. After discussion, motion made by Claudia Patrick and Elisabeth Kasckow to discontinue overdue fees on all items except for mi-fi devices, forgive outstanding overdue fees, and accept the changes to the Service Policy as presented. Motion passed

Security Cameras (Addition to the Agenda): Dan has received three quotes on replacing the security cameras. This purchase would be made out of funds held by the City. Jack recommended the low bid for Verkada hardware installed by Flatland at \$23,316.92. Jack explains this exceeds the amount budgeted for the project but is accommodated in the 2021 budget. The project is budgeted at \$16,000 with purchase of a \$5,000 camera server in 2022 (total of \$21,000). This quote is for five years of service on a cloud-based system, so would not require purchase of a server, though renewal for another five years in 2027 would cost around \$1,500 a year (plus inflation). The current plan is to purchase a camera server for \$5,000 every seven years. After discussion, motion made by John Mackey and seconded by Claudia Patrick to approve the purchase of security cameras from Verkada and to be installed by Flatland using funds held by the City at the cost of \$23,316.92. Motion passed

Board meeting adjourned at 6:30 p.m.

Kathleen Schram