

**Bonner Springs City Library
Board Meeting
Regular Meeting Minutes
February 8, 2024
Meeting in Person & Online via Zoom**

Members Present: Claudia Patrick, Vicky Wheeler, Susan Berry, Patricia E. Welicky, John Mackey, Elisabeth Kasckow, Judy Anderson, Hortencia Dominguez, Tom Stephens.

Others Present: Jack Granath (Library Director), Laura T. Carroll (Assistant Director, Board Clerk)

Call to Order

The meeting was called to order at 5:29 p.m.

Public concerns

None

Additions to the Agenda

Jack added approval of the Agents of Change fundraiser to the agenda.

Consent Agenda

Regular Meeting Minutes for January 11, 2024, (2) Presentation of Invoices and Supplemental Checks from January 12, 2024 through February 8, 2024, (3) Treasurer's Report for February 8, 2024, (4) Cancellation of check #14028.

Motion to approve the Consent Agenda was made by John and seconded by Claudia.
The motion carried.

Librarian's Report

Jack shared ongoing and upcoming programs at the Library.

Saturday mornings at 10:00: Tai Chi. This new program began February 3

Saturday, February 10 at 10:00: Legislative Coffee

Tuesday, February 13 from 3:30-5:30: Love in the Crafternoon

Saturday, February 17 at 4:00: Cookbook Club. Hannah Houston will be making no-bake Valentine treats

Monday, February 19: Library will be closed for Presidents' Day

Tuesday, February 20 at 6:00: Book Club discussion of Pachinko

Saturday, February 24 at 3:00: Valencrimes, a holiday murder mystery

Saturday, March 9 – Sunday, March 17: Shred event, offering free paper shredding

Thursday, March 14 at 5:30: Library Board meeting with Laura as acting director

January programs for youth and families included:

Morning Story times, Pajama Storytime, Coding Club and Coding Club Jr., weekly Dungeons and Dragons Club, Lego Club, Chess Club, STEM Explorers with the theme of Snow Much Fun, Tabletopia, a family game night, Family Feud Trivia at the Olde Mill, movie showing Paw Patrol: The Mighty Movie, Homeschool Hub, and the Teen Advisory Group.

Outreach in January was held at McDaniel, DRE Preschool, Head Start, Piper Creek Elementary third grade, Piper Early Childhood Center.

The library offered a passive program of an Arbor Day Poster contest.

January programs for adults included:

The Adult Winter Reading Program, which started on January 8 and has had a wonderful response. It runs through March 4. The Book Club discussion was over *The Girl with the Dragon Tattoo*, the Currents group discussed effective altruism, the Examined Life group discussed dementia, Wordslingers, weekly Chair Yoga, Acoustic Jam, Tech Help, and Books in Motion deliveries.

The library offered the passive program of Blind Date with a Book to our adult patrons.

Farmer's Market

Nancy Landers, Cassandra Long, Hortencia, and Jack attended the Farmers' Market Board meeting. This is the first time the Board has met since the early years of the Market. Seventeen people attended. Cassandra announced that she will be resigning from her position as Farmers' Market Coordinator, but will be staying on as a volunteer. She is finishing her master's degree and has been offered employment in her field.

Continuing Education

Laura completed the two-part webinar, Cataloging with RDA (Resource Description and Access), offered by the Amigos organization. She wrote an extensive cataloging manual for the NEKLS Cataloging Committee, which is now under consideration for adoption by the libraries in the region.

Facilities and Technology

Jack reported that the library came through the January weather fairly well. There was a single snow day and staff were asked to not report to work, but the Library remained open as a warming station. Later in January the Library had a late open due to icy roads. City maintenance replaced the big lights over the computers. The new fixtures are smaller, but have LED lamps. They illuminate both up and down. One old fixture still needs to be replaced. Due to its positioning, it will require two people for removal and installation. The Library switched over to a new cellular fire monitoring system through Cintas. The old system triggered erroneous phone calls to Jack, Laura and Dan at 4:00 in the morning. Cintas will now monitor fire alarms and Wirenuts will monitor the burglar alarm. Jack will look into switching fire alarm monitoring back to Wirenuts in 2025 because of the cost of Cintas' service. He noted that Wirenuts will be able to use the system that Cintas newly installed.

Grants and donations

The Library received a donation from Dr. Thomas and Vivian Postlethwait of Dover, Delaware in memory of Wanetta Jones. Jack received information about a change in grants from NEKLS. In 2023, the Library received a Hoopla grant and an accreditation grant with a cumulative total of \$6,823. In 2025, NEKLS will offer a single grant for accreditation at \$9,244. Jack stated that while this is great news, it does make accreditation that much more important.

Jack shared the January statistics.

Wyandotte County Library Board

Judy reported that the Board had not met since the last Library Board meeting. Their next meeting is scheduled for February 20.

Friends of the Library

Susan reported that the Friends did not meet in January due to bad weather. She said that they had sent another box of books to Sell Back Your Book, a book vendor. The Friends received a check for \$41.69.

New Business

2024 Library Development Grant Application

Jack reported on the current accreditation standards that the Library must meet. The standards specify that 60 to 65 percent of the operating budget be spent on personnel. In 2023, the Library spent 60.5%. In 2024, he has budgeted to spend 62% of the operating budget on personnel. He informed the Board that this standard may change in the next accreditation cycle. Jack also stated the standards require 12% of the budget be spent for collection development. He said that in 2023, he spent 11.99% of the operating budget on collections. The amount that the Library will receive from this grant will increase from \$6,823 in 2023 to \$9,244 in 2024.

Jack requested a motion from the Board to approve the 2024 Library Development Grant Application. Hortencia moved that the Board approve the grant application and Elisabeth seconded. The motion carried.

John Walker memorial

Jack shared that after John Walker's celebration of life on February 3, former Library Director Kim Beets inquired if the library was going to do anything in his honor. Lesley Lard has suggested purchasing a special collection of civil rights themed books and then putting them on display before they go into circulation. Jack said that the staff was open to thoughts from the Board on other ways to honor Mr. Walker.

Community Safety Night Sponsorship

Jack said that high school senior and Criminal Justice Club president Luke Carr is seeking sponsorships for a Community Safety Night on March 22. While there are no established sponsorship levels, a Library sponsorship would get the library's logo on an event T-shirt. Carr told Jack that the event will be focused on the fentanyl epidemic. The Club will be highlighting other concerns, but the fentanyl epidemic will be the main focus.

Jack asked the Board to approve a motion to sponsor the Community Safety Night event.

The Board decided to sponsor the event with a \$100 donation. Patricia moved to approve the sponsorship and Claudia seconded. The motion carried.

Pet waste signage

Jack reported that the Library's lawn care contractor had seen the City's social media posts about the responsibility of pet owners to clean up any pet waste while walking their pets. He recommended that the Library post signs about this on the Library's lawn. The Board discussed the situation and Jack volunteered that pet waste has not been a concern for outside Library programs. Jack volunteered to do further research into the City's plans and the cost of signage.

Farmers' Market Coordinator position

Jack reported that Cassandra Long will be leaving her position as a library employee serving as the Farmers' Market Coordinator. He reminded the Board that the Library hires this position rather than have this be filled with a contract employee. As a Library employee, they will be covered by the Library's liability insurance. If an accident were to occur at the Market, such as a slip and fall, it would be desirable to have one insurer handle the situation.

The by-laws of the Bonner Springs Farmers' Market Association state that the coordinator may not be a vendor in the Market. One of the current vendors, the wife of a husband and wife team, has expressed an interest in the position. Jack is concerned that the hiring of this individual would violate the by-laws. Historically, the Library Board deferred decisions about market operations to the Market's Board of Directors. In this situation though, market operations and Library policy (hiring an employee) are in conflict. A copy of the job ad is attached as an addendum.

The Board discussed the matter at length raising concerns about finding a suitable candidate for the position, altering the existing by-laws, and the potential of conflicting financial interests in hiring a vendor for the position. The Board ultimately advised Jack to advertise the position to hopefully attract a number of qualified candidates.

Board Membership

By State statute, Vicky, having served two four-year terms, must leave the Board for one year. Her seat will be filled by mayoral appointment with approval of the City Council. Jeff Harrington has expressed an interest in serving on the Board. Jack has received a completed application for Board membership from Laura Santos and had received expressions of interest from Bob Ehler and Shannon Peterson.

Jack stated that at this time the Board members have the opportunity to suggest individuals to the Mayor for consideration. The City Clerk requests that an individual for Board appointment be submitted in March. The new term begins May 1.

The Board discussed the open seat expressing differing points of view, seeking out a new community member versus utilizing an individual with Library Board experience. The Board decided to revisit the issue at the March meeting with potentially a vote of recommendation at that time.

CIP spending

At the January 2024 Board meeting the Board tabled a discussion of Capital Improvement Spending.

“Jack asked the Board to consider the best use of City-held CIP funds in 2024. Should he leave the plan as presented below or shift money to the Fence & Patio category in anticipation of a costly repair to address the flooding?”
From the January 2024 Board meeting minutes.

The Board declined to un-table the discussion, preferring to wait for the report from the forensic engineer.

Fundraiser

In 2023, the Board decided to schedule a fundraising to coincide with the end of summer reading program in 2024. The Board agreed that while a community event is important, there is not enough time at this point to adequately plan and prepare for a fundraiser by July 2024. The Board decided to focus on 2025 for a fundraising event, potentially the first Saturday in June to coincide with the summer reading kick-off.

Addition to the Agenda: Agents of Change fundraiser

Jack shared that again this year he had received a request from Magan Harrell, a teacher/sponsor at Bonner Springs High School. During February, in celebration of Black History Month, the school's Diversity Ambassadors host a fundraiser. Ms. Harrell asked permission to post a collection jar to raise funds for the Agents of Change program at the high school.

Jack asked for a motion to allow this.

John moved that the Board allow an Agents of Change fundraising jar to be placed in the Library for the month of February. Patricia seconded. The motion carried.

The meeting adjourned at 6:26 p.m.

Respectfully submitted,
Laura T. Carroll

Addendum

FARMERS' MARKET COORDINATOR

The Bonner Springs City Library is accepting applications for a part-time position (on average 15 hours per week during the six-month market season and 5 hours per week during the other six months of the year for a position budgeted at 10 hours per year), overseeing operations of the Bonner Springs Farmers' Market. Hours at the Farmers' Market (May through October) include Saturday mornings. The work also includes planning prior to the market season and reporting after the market season. This is not a seasonal position.

Market duties include

- on-site oversight of market operations (including set-up and tear-down)
- planning market operations prior to market season (a responsibility that includes scheduling and running meetings with stakeholders)
- coordination of activities by volunteers, Market Association members, City and Library staff, vendors, and performers/presenters
- enforcement of market rules (a responsibility that may involve farm visits)
- tracking of fees and reimbursements (including Double Up and SNAP)
- advertising the market or assisting others (volunteers or City staff) with such
- recruitment of vendors and volunteers

Applicants must have computer skills and the ability to work with the public in a professional manner. Previous relevant experience is preferred, but not required. Starting salary is \$15.00 to \$17.50 per hour DOQ (non-benefits position). Applications are available at the Bonner Springs City Library, 201 N. Nettleton Ave., Bonner Springs, KS 66012 or at <http://www.bonnerlibrary.org> and will be accepted until opening is filled.