

**Board Meeting
Regular Meeting Minutes
March 14, 2024
Meeting in Person and Online via Zoom**

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

Others Present: Laura T. Carroll (Assistant Director)

Call to Order—The meeting was called to order by President Vicky Wheeler at 5:29 p.m.

Public Concerns—President Vicky Wheeler read a note from Tim Johnson, Kansas State Representative. In the note, he thanked the library for their cooperation in the recent Legislative Coffee.

Additions to the Agenda-No additions were noted.

Consent Agenda-

Regular Meeting Minutes for February 8, 2024 (2) Presentation of Invoices and Supplemental Checks from February 9 through March 14, 2024, (3) Treasurer's Report for March 14, 2024.

A motion was made by Patricia and seconded by Claudia to approve the consent agenda. The motion carried.

Reports

Librarian Reports

Laura presented the following:

Upcoming:

- Through Sunday, March 17: Paper Shredding
- Saturday, February 17 at 4:00: No-Bake Valentine Treats
- Friday, March 15 at 2:00: *Wish* Movie Matinee
- Saturday, March 16, at 1:00: Spring Flower Workshop
- Tuesday, March 19 at 6:00: Book Discussion of *Starry Messenger*
- Saturday, March 23 at 3:00: Game Tournament
- Monday, March 25 at 6:30: Wordslingers Anthology Reading and Reception
- Wednesday, March 27 at noon: Examined Life Discussion of Social Contract
- Saturday, March 30, at 11:00: Property Assessment Appeals
- Sunday, March 31: Library closed for Easter
- Monday, April 1: Library closed for staff development
- Tuesday, April 2 at 6:00: Currents Discussion of Changes Caused by Covid

February Programs

The library kicked off its weekly tax-help program in February. The big one-off program was the Taylor Swift Trivia Night at the Olde Mill with 56 in attendance. There was also a Legislative Coffee with representatives Tim Johnson and Melissa Oropeza. February programs for youth and families included: Morning Storytimes, Pajama Storytime, Parents as Teachers Storytime, Coding Club and Coding Club Jr., Dungeons and Dragons Club, Lego Club, Chess Club, Teen Advisory Group, Stem Explorers-Late Valentine, Valencrimes Murder Mystery-Teens, Love in the Crafternoon, *Trolls Band Together* Movie Matinee, and McDaniel Student Visit.

Outreach in February was held at McDaniel, DRE, Head Start, BSE Family Night, and the Piper Early Childhood Center.

February Programs for Adults included: Book Discussion-*Pachinko*, Cookbook Club, Currents Discussion-Representation in Elections, Examined Life Discussion-Euthanasia, Wordslingers Writing Group, Acoustic Jam, Botanical Belonging, Valencrimes Murder Mystery-Adults, Chair Yoga, Tai Chi, Tech Help, and Books in Motion.

In honor of Reverend John Walker, a former Library Board member, Civil Rights books have been purchased and will be available for check out.

Continuing Education

Lesley attended a session in Lawrence on Building Community Partnerships. Amy took two Summer Reading Webinars and Jack participated in one. The three covered SRP programming for children, teens, and adults.

Facility and Technology

Forensic engineer delivered the report on the patio with recommendations to address issues with the grading, the gutters and the roof. Jack forwarded the information to the City Manager and staff in Public Works, as well as to Mr. McMahan, one of our building contractors.

The City filled the potholes in our cement parking lot on Nettleton with asphalt patches.

The new photocopiers were installed, and staff received training.

An antenna was installed outside of the storm shelter exit so the TV in the storm shelter will work again, the price of our Time-Warner cable having increased from \$12 per month to \$75 per month.

Grants and Donations

The library received additional donations in memory of Waneta Jones from Vicky and Don Wheeler and Chris Wood.

A NEKLS Hoopa Grant of \$5,423 and a NEKLS continuing education grant to cover Laura's recent class on RDA was received.

Audit

2023 audit materials were gathered and delivered to the auditors. Auditors completed their fieldwork and will follow up with questions over the next couple of months.

Statistics

The February Statistics were shared at the meeting.

Wyandotte County Library Board

Judy reported that the Board had met in February with a meeting scheduled in April. Piper and Edwardsville have shown a desire to establish a library in their community. The Wyandotte County Board cannot fund building a library, but can provide funds for computers and other supplies needed. The Wyandotte County Board does have the funding, but wanting to remain revenue neutral, these projects may not be implemented for some time.

Friends of the Library

It was reported that the next Book Sale will be April 4-6 with the usual hours. A grant has been written and submitted to FOKL. Items requested on the grant: podium, TV cart and television, and a puppet used for outreach programs and in-house projects.

New Business

Building Contractor Mark McMahan

Mark updated the Board on structure concerns due to rain damage, Mark also presented a proposal to repair the awning in front of the Nettleton entrance. This area is weathered and needs to be restrained to prevent rot. An estimate was presented by M-D Painting and More LLC for this project with the cost of \$3,800.00. A deposit of \$1,900 is requested to begin work. Other projects discussed were the water drainage problem and soffits. The library has spent \$1,918.61 (or 12.8%) of our \$15,000 Service and Repair budget. Our Fiscal Policy does not require Board approval for this amount of spending, but Jack has requested that the Board was aware of this project. No objections were voiced by the Board.

2024 Search Catalog Automation Service Participation Agreement:

Each year the Board must approve this agreement to the terms of participating in a shared library catalog. The document says, "The library affirms that this participation agreement has been reviewed and approved by a vote of the library board or other governing board." There is no increase in cost and no budget impact. A motion was made by John that the participation agreement has been reviewed and the terms accepted. A second was made by Hortencia. Motion was approved.

K-State Research and Extension Partnership

The Board approves formal partnerships, and Hortencia is proposing one with K-State Research and Extension as part of the work she is doing with the SNAP program. Claudia made a motion to approve the partnership with K-State Research and Extension. Patricia seconded. Motion approved.

Family Conservancy MOU

The Family Conservancy approached the library with a grant they have received for working with early childhood educators. The library staff informed them of the inability to store materials for them or install equipment for use exclusively by their clients, but staff offered to move the laminator into the public area (in the alcove at the end of the art gallery) for their use. Staff says the laminator is used only once or twice a year, and the lamination film on hand is the original supply from fifteen years ago. The staff would be happy to have the equipment used. Family Conservancy asked to have a MOU drafted. After calculating the cost of lamination film at only eleven cents per foot, the library offered to set up a fee for service reimbursement with them without an MOU, at least until the existing supplies are used up. Their board is considering the options. Concerns were voiced by Board members to the possibility that other library patrons might request lamination services since it will be in an accessible area of the library. The board discouraged Jack from entering into a MOU with the Family Conservancy.

Disposal of Furniture

The staff has decided that the red table and two chairs in the art gallery area are no longer needed. Library equipment or furnishings that are no longer needed may be disposed of in any one of the following ways:

1. Trade in on the replacement purchase
2. Donation or purchase by a non-profit agency or other library
3. Sell at city or private auction company with the proceeds to be deposited in the Library's General Fund
4. Recycling by the city
5. Disposal in trash

Staff propose offering the furniture to the City, local agencies and other libraries. No concerns about the disposal of the furniture were expressed by the Board.

Old Business

Capital Improvement Spending

A motion to untangle the discussion of Capital Improvement Spending was made by Patricia with a second from Claudia. Motion approved.

Laura outlined two possible Scenarios: #1- Roll HVAC and HVAC software to 2025. Use those budgeted funds (\$178,000) on a general contractor to correct the flooding. That would involve grading the area, reworking the gutters and the roof. Cost of grading and relandscaping is unknown. Scenario #2 - Do the HVAC replacement and software in 2024-\$178,000. Don't spend CIP funds on servers (\$1,500), card entry system (\$12,000), AED (\$2,400) and phone system (\$7,500). Use the savings (total \$23,400) on roof repair. Gutters and grading would be another project and budget item.

The Board moved to allocate CIP funds as needed to correct the flooding issue. Any additional funds should be used for other projects. The motion was made by Patricia and seconded by Hortencia. Motion carried.

Farmers' Market Coordinator Position

An application for the Farmers' Market Coordinator Position has been received from an existing vendor. The Farmers' Market by-laws currently prohibit vendors from serving as the coordinator. The Farmers' Market Board is currently working with a lawyer who drew up the bylaws to remove this restriction. Changes to the bylaws would need to be approved by the Market's Board of Directors and agreed to by the library board. Jack doesn't see a problem with a vendor serving as the coordinator, because the coordinator (called the Market Manager in the bylaws) has no more decision making authority than any other member of the Market Board and all positions in the Farmers' Market Association are open to everyone. However, since the first year of the Market, the Association has been made up of almost exclusively vendors. Last year there were only five non-vendor members of the Association.

These are the powers of the coordinator as laid out in the bylaws:

- The Officers of the Association shall be the President, Market Manager, Treasurer, Secretary and three Directors.
- The Market Manager shall preside at meetings upon the absence of the President and shall assume the duties of the President upon the inability of the President to fulfill the duties of this office as determined by the Board of Directors.
- The Market Manager shall serve as the Association's parliamentarian and shall be responsible to the association to ensure that business is conducted in an orderly fashion.
- The Market Manager will chair the Management Committee and Volunteers. Together they will oversee the operations of the Market on Market Days.
- The Market Manager shall be ex-officio a member of all committees except the Management Committee which he or she will chair.

The Library Board will need to eventually approve the hire of the Market Coordinator. Jack would like to know if the Board has any objections to removing the restriction or would like to make suggestions for other changes in the bylaws. The Board indicated they had no objections or suggestions.

Board Membership

The mayor had requested that the board recommend someone to fill the position that will be vacated by Vicky Wheeler on April 30. The Board recommended Jeff Harrington as they believe he would be an asset to the future of the Board. The board suggested that Laura Santos, who had also applied, be invited to assist in planning future library events.

Signage Concerning Pets

There are signs concerning the disposal of pet waste in both parking lots, but they are in need of repair. Jack is planning on updating and refreshing the signs.

Picture by Olivia Miller

A picture of the library drawn by Olivia Miller was shown. It will be displayed in an appropriate setting in the library.

Respectfully Submitted,
Susan Berry