

**Board Meeting
Regular Meeting Minutes
April 11, 2024
Meeting in Person and Online via Zoom**

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

Others Present: Jack Granath (Director), Laura T. Carroll (Assistant Director), Jeff Harrington (incoming member)

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

Public Concerns

None

Additions to the Agenda

Jack added authorization of a custodial services contract and the discussion of the patio project to the agenda.

Consent Agenda

Regular Meeting Minutes for March 14, 2024 (2) Presentation of Invoices and Supplemental Checks from March 15 through April 11, 2024, (3) Treasurer's Report for April 11, 2024.

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

Librarian's Report

Jack reported on upcoming programs.

Tuesday, April 16 at 6:00: Book discussion of Well-Behaved Indian Women

Wednesday, April 24 at noon: Examined Life discussion of materialism

Thursday, April 25 at 5:30: Read to a Dog

Saturday, April 27, 10-12: Books, Blocks and Bubbles and 3:00: Genealogy Workshop

Tuesday, April 30 at 4:30: Teen Puppy Therapy

Saturday, May 4, 8-12: Farmers' Market Kickoff

Tuesday, May 7 at 6:00: Currents discussion of Limitarianism

Board Membership

The City Council approved the Mayor's appointment of Jeff Harrington to the Library Board. By State statute, Vicky's term expires for one year on April 30. According to Board records, Vicky's first term was in 1997. Jack thanked both Vicky and Jeff for their service.

March Programs

Programs offered in March to children and youth included morning story times, Storytime Playday, Pajama Story Time, Parents as Teachers story time, Coding Club, Coding Club Jr., Dungeons & Dragons Club, Lego Club, Chess Club, Puzzles and Pi, STEM Explorers (Peep Science Game Tournament), Escape Room (Time Machine), Trivia Night (The Office), Movie Matinee (Wish), Teen Advisory Group, Bonner Springs Elementary 2nd Grade field trip, Homeschool Hub.

Outreach in March included visits to McDaniel Preschool, Delaware Ridge Elementary School Pre-K, Head Start, Edwardsville Elementary (Read Across America program), Piper Elementary School Family Night, and the Piper Early Childhood Center.

Passive programs offered in March were a Peeps contest and a spring break scavenger hunt.

Adult programs in March included the wrap up of the Adult Winter Reading Challenge. The winner of the grand prize was Casey Johnson. Also offered was a property assessment appeals workshop, spring flowers workshop, a book discussion of *Starry Messenger*, the Wordslingers Writing Group, a reception for the new Wordslingers anthology, a Currents discussion about attention spans, an Examined Life discussion about the social contract, tax help, Acoustic Jam, Chair Yoga, Tai Chi, and Books in Motion delivery.

The passive program of paper shredding was also offered in March.

Continuing Education

Jack and Katy Konovalske participated in continuing education opportunities. Jack attended an online mini-conference called "AI and Libraries: Applications, Implications, and Possibilities." This conference included two keynotes and two sessions, "Exploring AI in Public Libraries: Programs for Communities" and "Generative AI and Authorship."

Katy attended a webinar about the Setoff Program, a State program addressing unreturned materials.

Facility and Technology

Jack reported that M-D Painting & More sanded and refinished the bench in the lobby, which had been vandalized. They also sanded and stained the awnings above both main entrances and above the emergency exit to the book drop. The roof was inspected for hail damage, finding cosmetic damage only. Jack reported that the City knows about the damage and plans on doing an additional inspection at some time in the future. When turning on the irrigation system for the season, Randy Wright of LawnWorks discovered a problem with the water line. That has been repaired. He also trimmed the prairie grass by the monument sign on Nettleton. The custodian injured his knee at his other job, so staff have been handling custodial duties for part of the month.

The Library has migrated to an online version of Quickbooks, the accounting software.

Grants and Donations

Jack reported that the Library received a \$1,400 accreditation grant from NEKLS, \$500 from KC Farm School from the Wyandotte County Farmers' Market Coalition, and \$186.46 from Cultivate KC for the Farmers' Market Double-Up program. In advance of Library Giving Day, April 3, the Library began receiving donations in March. Those donations will be included in the next Librarian's Report.

Jack shared the March statistics and the American Library Association's list of most challenged books in 2023.

Wyandotte County Library Board

There was no report. The Board will meet May 21.

Friends of the Library

Susan reported that the Friends made \$378.50 at the April book sale. She stated the inventory of books for the next sale is now low and the Friends' are needing donations. Susan also reported that the Friends observed National Library Week and gave treats to the Library staff. The Friends have sold additional books to the book vendor, Sell Back Your Book, and made \$60.00.

New Business

Election of Officers

The following slate of officers were nominated to be installed at the next Board meeting, May 9. Claudia and Patricia moved to nominate John Mackey to be installed as President. Vicky nominated Jeff to be installed as Vice-President, Hortencia Dominguez as Treasurer, and Susan Berry as Secretary.

Hortencia seconded the motions. The motions carried.

In parting remarks, Vicky urged the Board to work to correct the patio flooding problem. She stated that this repair has been needed for some time. She also said that the lighting in the parking lot needs to be improved.

2025 Operating Budget – First Look

Jack reported that the Library is participating in a salary study commissioned by the City. Data won't be available for some time, but recommendations from that study could impact the budget.

The Library will present the 2025 budget request to the Wyandotte County Library Board at the May 21 meeting. Jack has a budget meeting with City staff during the week of May 20. Budgetary decisions of the Wyandotte County Library Board will affect the Library's budget increase ask of the City.

Jack advised the Board that they will need to approve the 2025 budget at the May 9 meeting. Since this Board will not have complete financial information until the later meeting of the Wyandotte County Library Board, the Board may need to approve a set of scenarios, conditional on the decision of the Wyandotte County Library Board.

Jack has prepared a budget that anticipates a 3.1% increase in tax revenue from both the city and county. He has budgeted a 3% increase in salaries. He has sent the Library's budget to the City's Finance Officer and he expects her to return the budget with a higher figure under benefits. Jack suggested that the Board's Budget Committee may want to meet to discuss the budget at some point before the May 9 meeting.

Tom stated that he would discuss with Tom Burroughs, Acting Mayor of Wyandotte County, the protection of funds designated for the Bonner Springs City Library versus the budget concerns of the Unified Government.

Patron Services Policy – Revision

Jack submitted revisions to the Patron Services Policy. This included:

- Different labeling for visual materials that still support the policy of restricting access by age. The Library will no longer be using the MPA rating system.
- Removal of the overhead projector as equipment available for loan
- Addition and clarification of holidays
- Clarification of interlibrary loan processes

Hortencia made the motion to approve the changes to the policy. Claudia seconded. The motion carried.

Strategic Plan – Committee

The current three-year Strategic Plan will expire at the end of 2024. Jack suggested that the Board create a Strategic Planning Committee to write the next three-year plan. The committee members should be named at the next Board meeting.

Old Business

Capital Improvement Spending

Jack proposed the following changes to the 2025 CIP budget:

- Increase the budget amount for four new laptops from \$2,100 to \$4,800. The previous cost was based on a slower processing speed than what is currently needed.
- Eliminate the budget allocation of \$3,600 for landscaping and \$10,000 for staining. Neither of those projects are necessary at this time.
- Budget for a new phone system (\$7,500), but continue to postpone the purchase as long as possible.

Jack proposed the following 2025 CIP Budget.

2025 CIP Budget	
HVAC (roll over)	\$140,00
HVAC Control (roll over)	\$38,000
Phones (roll over)	\$7,500
Laptops	\$4,800
Total	\$190,300

John moved that the revised 2025 CIP Budget be approved. Patricia seconded. The motion carried.

Awnings

Jack reported that \$12,738.61 of a \$15,000 Repair and Service budget has been spent. Most of this (\$8,600) has gone to staining the awnings and the beams. This work had been requested by the City. The beams on the Allcutt Street parking lot side of the building still to be stained. M-D Painting & More has submitted a \$4,900 proposal to stain them and repaint the soffits there. (Because M-D Painting & More has a lift, they have offered to change out the lightbulbs in the tall fixtures in the parking lots.)

Jack anticipates there will be additional Repair and Service expenses before the end of the year, including \$1,541 for the repair of the sliding doors to be paid in May and the cost of drying the carpets.

The additional repairs and services may exceed the budgeted amount. Jack informed the Board that additional funds are available from Interest Income account as that income continues to exceed the budgeted amount (\$3,631.65 vs. the budgeted \$750).

Fiscal Policy requires Board approval to overspend a budget line.

Tom moved that the Board approve the expense of \$4,900 for staining and soffit repair. John seconded. The motion carried.

Jack noted that this last staining project would leave only the beams by the pop-up windows over the computers to be addressed. A 2023 estimate of that cost was \$11,600. He is not requesting that this work be done this year.

Custodial Contract

The Library's current custodian has been unable to work for a number of months due to a medical issue. Jack proposes that the Board sign a one-year contract with a custodial service company. At the end of the year, Jack will check to see if the current custodian is interested in returning to work. Laura has quotes from two companies. Jack does not think engaging a custodial service would have a budget impact for the remainder of the year.

Claudia moved that the Library establish a contract with a custodial service that presented the lowest bid. Patricia seconded. The motion carried.

Patio Project

Jack has met with the City Engineer and he is putting together a project plan for correcting the flooding issue. The plan calls for regrading (to be done in the autumn), roof and gutter work. There will be a number of decisions that will need to be made as this project progresses such as:

- using stamped concrete rather than paving stones. Stamped concrete will be cheaper, but presently there are paving stones
- a tree will have to be removed
- a new amphitheater could be included in this space

Jack suggested that a committee be formed at the next Board meeting to oversee the Patio Project.

2025 Fundraiser

The Board briefly discussed the 2025 fundraiser. It was decided that a planning committee will be formed at the next Board meeting.

The meeting adjourned at 6:24 p.m.

Respectfully submitted,
Laura T. Carroll