

**Board Meeting
Regular Meeting Minutes
May 9, 2024
Meeting in Person and Online via Zoom**

Members Present: Tom Stephens, John Mackey, Elisabeth Kasckow, Claudia Patrick, Hortencia Dominguez, Susan Berry, Judy Anderson

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

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

Public Concerns

Jack shared a card from Barbara Sangster. She made a donation for programs similar to Chair Yoga in appreciation of Library Board member Elisabeth Kasckow.

Additions to the Agenda

There were no additions to the agenda.

Consent Agenda

Regular Meeting Minutes for April 11, 2024 (2) Presentation of Invoices and Supplemental Checks from April 12 through May 9, 2024, (3) Treasurer's Report for May 9, 2024.

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

Librarian's Report

Jack reported on upcoming programs.

- Saturday, May 11 at 10:00: Author Matt Stewart at the Farmers' Market (also live music and goat yoga)
- Saturday, May 18: Bonner Springs Police Department K-9 unit at the Farmers' Market (also live music and yoga)
- Tuesday, May 21 at 6:00: Book discussion of *The Heaven & Earth Grocery Store*
- Saturday & Sunday, May 26 & 27: Library closed for Memorial Day
- Tuesday, May 28: Summer Reading begins
- Thursday, May 30 at 6:30: New Film Club discussion of *Arrival*
- Saturday, June 1
 - at 11:00: Summer Reading Kickoff with Operation Wildlife
 - at 10:00: Trustee Training Online
 - Also possibly a ribbon cutting for the Farmers' Market pavilion
- Monday, June 3 at 6:30: Brian Wendling Juggling
- Tuesday, June 4 at 4:30: Summer Pokemon Club
- Thursday, June 6 at 6:30: Back to the 80's Music Bingo at the Olde Mill
- Saturday, June 8 at 10:30: Pint-Size Polka at the Farmers' Market
- Tuesday, June 11 at 4:30: STEM Explorers – Quest for Bigfoot
- Thursday, June 13
 - at 5:00: Evenings on Oak with Turkey-Bone and Full Count Band
 - at 6:00: Downtown Scavenger Hunt

Jack acknowledged the Friends for bringing treats for staff during National Library Week and thanked Tom for making and Jeff for accepting the Library's National Library Week proclamation at a City Council meeting.

Staff celebrated with Spirit Week (Monday - Library T-Shirt Day; Tuesday - Crazy Hair or Hat Day; Wednesday - Silly Sock Day; Thursday - Pajama Day; Friday - Favorite Sports Team Day).

April programs for children and youth

The Books, Blocks and Bubbles Young Child Fair brought in over 300 people. Teen volunteers dressed as Elephant & Piggie, book characters created by Mo Willems. There were also games, giveaways, a craft, raffles, and a dance party. Jack thanked Patricia for all of her work and donations, Claudia, Susan, Vicky Wheeler and Ann Smith for volunteering the day of the fair.

Other programs included:

Morning story times, the story time finale (until Summer Reading), pajama story time, Parents as Teachers story time, the Read to a Dog program, teen puppy therapy, Coding Club, Coding Club, Jr., Lego Club, Chess Club, Dungeons & Dragons Club, Teen DIY aromatherapy, STEM explorers: Galileo, Mad Skilz game night, Pokemon trivia at the Olde Mill, Teen Advisory Group, Homeschool Hub, Homeschool Time Machine Escape Room, Bonner Springs High School artist reception.

Outreach destinations included: McDaniel Preschool, Delaware Ridge Elementary School Pre-K, Head Start, Piper Early Education Center, Edwardsville Academic Night, and Limitless ABA, a new Bonner Springs business servicing children with autism.

The Library offered the passive program of a Peeps contest. The winners were 1st place-Oliver Pederson with Peep Alien Invasion, 2nd place-Ryder and Josie Waterman with Lord of the Rings: Battle on the Bridge of Khazad-dum, and 3rd place-Sadie Hooten with Bunny Ski Resort. Honorable Mentions were given to Liam Canton for Under the Sea, Alistair Barbour with Star Wars, and Ben Doerfler with Peeps Fishing.

Programs for adults

Programs offered to adults in April included a genealogy open house, tax assistance, book discussion over *Well-Behaved Indian Women*, Currents discussion of societal changes resulting from Covid, Examined Life discussion over materialism, Wordslingers Writing group, chair yoga and eclipse chair yoga, Tai Chi, acoustic jam, tech assistance and Books in Motion delivery.

The staff participated in continuing education:

The first of two planned staff development days in 2024 was with library consultants Patty Collins and Gail Santy from the Central Kansas Library System in Great Bend. They presented a program titled "Building the Library Culture You Want." Jack attended the Northeast Kansas Library System (NEKLS) Spring Directors Institute in Lawrence and heard a presentation by Dr. Beth Wahler of Chicago titled "Trauma-Informed Library Management." Laura took the webinar "Conversations, Not Confrontations: Addressing Misinformation with Civility and Compassion." Laura also traveled to Osage City, Kansas to present the cataloging manual she wrote at a NEKLS meeting. Laura's next project is to write the curriculum and testing materials for a cataloging training workshop. The intended audience of this workshop is new hires in NEKLS libraries, specifically new directors.

Facilities

The Library's custodian turned in his resignation this week. The Library has now contracted with City Wide Facility Solutions, the lowest of three bids, for regular janitorial service.

Grants & Donations

The Library received \$2,663.25 from Library Giving Day. Additionally, \$500 of in-kind donations were received from a single donor.

The Library received a \$100 donation from Friends of the Library member Ann Smith in memory of Clayton Wolfe. His obituary requested that memorial donations be given to the Library.

The Library received a \$300 donation from Barbara Sangster in appreciation of Library Board member Elisabeth Kasckow for her yoga classes and all her contributions to the community.

Farmers' Market

Work has begun on the Farmers' Market pavilion.

Statistics

Jack shared the April statistics.

Wyandotte County Library Board

Judy reported that the Board has not met. Their next meeting will be May 21.

Friends of the Library

Susan reported that the Friends received a \$354.63 grant from Friends of Kansas Libraries (FoKL) and that the money will be donated for purchases to support the Summer Reading program.

Old Business

2025 Operating Budget

Tom reached out to Tom Burroughs, Acting Mayor of Wyandotte County, and confirmed that funds allocated for the Library are protected and cannot be given to any other entity or budget.

Jack will present a budget request to the Wyandotte County Library Board at the May 21 meeting. He has a budget meeting with City staff, also scheduled during the week of May 20.

With input from the City's Finance Officer, Jack adjusted the budget from what was presented at last month's Library Board meeting. It now includes a 3% salary increase for all staff. It shows an increase in City and County tax revenue, 3.1% to 3.4%.

Jack anticipates that the salary study conducted by the City may result in larger than 3% salary increase. He recommended that the Board approve an increase of 5%.

The impact of additional increases is:

4% increase: \$4,770 -- 4.5% increase: \$8,744 -- 5% increase: \$12,718

Jack reported that the Board's Budget Committee recommends asking for a five percent increase. The director of the Kansas City Kansas Public Library shared that she intends to ask for a 5% increase to cover salary increases for staff.

Hortencia moved that the Board approve a 5% budget increase request of the Wyandotte County Library Board. Claudia seconded the motion. The motion carried.

Election of Officers

Patricia Welicky submitted a memo to the Board. She stated that the Board had not followed the by-laws and Robert's Rules of Order when nominating incoming officers at the April Board meeting. Because of this, she contends that the previous non-binding recommendation for May is void and outside of Robert's Rules of Order.

Jack requested that the Board nominate and approve a new slate of officers in accordance with the by-laws and Robert's Rules of Order.

Claudia nominated John to serve as Chairman of the Board. Hortencia nominated Jeff to serve as Vice-President. Elisabeth nominated Hortencia to serve as the Treasurer and Susan as Board secretary. Each nomination passed.

Formation of Committees

Jack requested that the Board form three separate committees to address different projects: strategic planning, the patio project, the 2025 fundraiser.

Claudia moved that these committees be formed. The motion was seconded by Hortencia. The motion passed. Hortencia stated that some committee members will need to be invited to join as they were not present at the meeting.

The members of each committee are:

Strategic Planning – to develop a new three-year plan. The current strategic plan expires at the end of 2024. Members: Claudia, John and Patricia

Patio Project – to offer guidance on the patio project, specifically with regard to esthetic considerations. Members: Elisabeth, Vicky Wheeler and John

2025 Fundraiser – to plan and carry out a fundraiser in 2025. Members: Claudia, Laura Santos, Jeff Harrington, Hortencia, John, Susan and Patricia

Patron Services Policy

Jack requested changes to the Patron Service Policy to accommodate the Library's development of a Library of Things collection. Currently the Library of Things include mi-fi devices, museum passes, disc golf sets, and birding backpacks. This collection will be expanded to include additional items. These unique items need specific checkout periods, late fees and have high replacement costs.

Jack requested the following changes (in italics):

Section B – Limits on Borrowing:

At their discretion library staff may restrict checkouts further to ensure availability of certain items for other patrons and to prevent loss of materials and damage to the collection. Such instances could include:

- restrictions on large checkout of holiday books or materials required for school projects
- restrictions on large checkouts by new patrons
- restrictions on large checkouts by multiple patrons living at the same address or by multiple individuals "shopping" together in a group
- restrictions on non-traditional materials in a "library of things"*

Section C – Length of Loan Periods

Materials are loaned for the following lengths of time:

- Books, audio CDs, music CDs, DVD TV Series, and Playaways - 3 weeks
- Magazines, DVD Movies, Video Games, Launchpads, Playaway Views, and mi-fi devices – 1 week
- Interlibrary loan titles - according to the time frame set by the lending library
- Non-traditional materials in a "library of things"-determined by replacement cost and number of items in the collection*

Section D - Renewals

All materials may be renewed in person, by phone, or online up to two times after the initial checkout with the exception of the following:

- Materials on reserve for another library user.
- Interlibrary loan titles from libraries that do not grant renewals.
- Video Games and Launchpads
- Non-traditional items in a "library of things" (depending on demand)*

Section I - Fines and Fees

Fines for overdue materials are as follows:

- Mi-Fi Devices and other non-traditional materials in a "library of things" - \$1.00 per day up to a maximum of \$45.00. Fines of more than \$10 will result in loss of borrowing privileges until fines are once again \$10 or less.*

Elisabeth moved that the Patron Service Policy be so amended. Susan seconded the motion. The motion carried.

New Business

High School Pictures

Jack shared with the Board that Nancy Landers had brought him a request from Tyler McMahan and another staff member from the Bonner Springs High School that the graduating class pictures currently stored in the storm shelter be returned to the High School, where they were formerly kept, for display.

Jack said that Jeff Harrington had been part of the relocation of the pictures from the High School to the Library. The High School had planned on disposing of the pictures and Jeff had brought them to the Library. Since Jeff was not in attendance at the meeting, Jack requested that this agenda item be tabled until next month so that Jeff could be part of the discussion.

Claudia requested that the class pictures remain at the Library if they are not kept at the High School.

Tom moved that this agenda item be tabled until the June meeting. Claudia seconded the motion. The motion carried.

Landscaping

Jack shared that two Board members have expressed a concern about weeds in the Library lawn. Jack said that the Library did pay for a pre-emergent in January. In a memo to the Board, Patricia requested that the Board have a discussion on retaining a single lawn service. She wrote, "I would like to discuss having only one Lawn Service. Sprinklers running on an already wet lawn. Weeds and dead spots on lawn. This is something we need to address soon."

Currently the Library uses both Randy Wright of Lawnworks and Jimmy Balleau for lawn care. The Board discussed the issue, but did not take any action.

Staff Custodial Duties

Jack shared that Library staff took on all custodial duties between March 21 and until City Wide was contracted and began working May 8. At the April Board meeting Hortencia suggested that Library staff be compensated for the extra work. Jack stated it would be difficult to determine such compensation as the custodial duties were not evenly distributed among the staff. He suggested that the Board show their appreciation of the Library staff by providing a masseuse to give chair massages sometime before Summer Reading begins in June.

Hortencia moved that the Board pay for chair massages for staff to be given sometime before June 1. Claudia seconded the motion. The motion carried.

The Board adjourned at 6:11 p.m.

Respectfully submitted,
Laura T. Carroll