

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

Members Present: John Mackey, Claudia Patrick, Hortencia Dominguez, Susan Berry, Patricia E. Welicky, Tom Stephens, Jeff Harrington

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

Call to Order—The meeting was called to order by John at 5:30 p.m.

Public Concerns

There were no public concerns

Additions to the Agenda

Jack stated that if Jeff was able to attend the meeting, he would like to add the discussion of the removal of the high school class pictures to the agenda. (Jeff arrived after the meeting was called to order.) Jack also added a discussion about the use of donations to the Joan Mesmer memorial fund.

Consent Agenda

- (1) Regular Meeting Minutes for June 13, 2024, (2) Presentation of Invoices and Supplemental Checks from June 13 through July 11, 2024, (3) Treasurer's Report for July 11, 2024.

A motion was made by Patricia and seconded by Claudia to accept the Consent Agenda. The motion carried.

Librarian's Report

Jack reported on upcoming programs.

- Friday, July 19: Library lock-in for teens
- Saturday, July 20 at 9:00 at the Farmers' Market: Dino O'Dell, musician
- Monday, July 22 at 6:30: Animal Communications program. Amy Cushing received a grant from the Kansas City Zoo and Aquarium Educational Program to fund this program
- Tuesday, July 23 at 6:30: One Book, Many Neighbors program featuring Dr. Brendan Fay speaking on social media's impact on minority communities
- Saturday, July 27 at 7:30: End of Summer Reading pool party
- Sunday, July 28 at 1:00: One Book, Many Neighbors party at the University of St. Mary in Leavenworth, Kansas

Jack updated the Board on the staffing situation. The Weekend Services Coordinator, Hannah Houston, has submitted her resignation and Jack has discussed with staff his proposition to combine the 40-hour position with the Farmers' Market Coordinator's 10-hour position. That would free up a total of 50 hours that would be divided to create two separate 24-hour positions. One position would include the Farmers' Market responsibilities. Jack stated that two candidates have already been interviewed for a Farmers' Market Coordinator position that was originally designed as a standalone 10-hour position.

Jack reported on the Library Board committees.

-The Patio Committee held their first meeting and discussed the idea of creating a stage, instead of an amphitheater, as part of the plan for the new patio. Jack presented to the City Council the proposal of spending 2024 CIP funds on the patio instead of the HVAC replacement. The City Council approved an engineering contract with Wilson and Company for \$32,900.

-The 2025 Fundraiser Committee met at the Olde Mill Properties (611 W. 2nd Street, Bonner Springs). They discussed ideas for an end of Summer Reading fundraiser on the model of a carnival with food trucks, bounce houses, a dunk tank, mini golf, and a silent auction.

The Fundraising Committee decided to meet again on Thursday, August 8, immediately after the Library Board meeting.

-The Strategic Plan Committee met at the Olde Mill Properties. They reviewed the existing plan and offered suggestions for a new one.

Jack updated the Board on the Summer Reading program. The SRP was launched in May with a Kickoff event featuring a visit from Operation Wildlife, a scavenger hunt, button-making, outdoor games with Patricia, and a decorated storm shelter created by Patricia, Olivia Miller, and Lesley Lard. 222 people attended the Kickoff. Other big Summer Reading programs were juggling with Brian Wendling and a magic comedy show with Mike Bliss.

Programs for youth and families in June included:

Morning story time, one story time featured the guest storyteller Sue Eberth from the Kansas Dairy Association, Pajama Storytime, Reading Rebels Summer Book Club, Junior Birding, 1980's Music Bingo at the Olde Mill Properties, Pokemon Club, Glow in the Dark painting, Coding Club, Coding Club, Jr., Lego Club, STEM Explorers with the theme of the Quest for Bigfoot, beginners Dungeons and Dragons, Dungeons and Dragons Club, Chess Club, goat yoga, a movie matinee featuring The Neverending Story, a scavenger hunt in downtown Bonner Springs, story time at the swimming pool, outreach at the Piper YMCA camp. There was also an in-library passive program of a scavenger hunt answering the question: What is as big as an elephant but weighs nothing?

A photograph taken by Amy Cushing during one the Children's programs received third place in a photo contest sponsored by NEKLS.

Programs for adults in June included:

Goat yoga, a Currents discussion of Silicon Valley utopias, an Examined Life discussion of A.I., a Film Club discussion of the movie Fireworks, Wordslingers Writing Group, Acoustic Jam, chair yoga, Tai Chi, and a Books in Motion delivery.

Jack reported that the Library's new collection Library of Things has been managed by Amy Aldrich. He said that she continues to add new items to the collection and it has been very successful.

Farmers' Market

Jack reported that the big event at the Farmers' Market was the ribbon cutting for the new pavilion. A large crowd attended and former Library employee Travis Slankard, the first Market manager, did the ribbon cutting. On that Saturday, there was also a bounce house and drink cart by Rough and Bumble, a K-9 demonstration by the police department, fire and EMS vehicles on display, live music by Bob Wilson, Doodle Faces by Dani Gurley, a plant exchange, community yoga, giveaways and raffles.

Other Market events in June featured Pint Size Polka with Mike Schneider from Wisconsin and a pickling event. The Farmers' Market also participated in the first Evenings on Oak of the year with Turkey-Bone and Full Count Band.

Head count at the five Saturday markets in June was 2,124.

Hortencia asked if many SNAP vouchers were issued at the Farmers' Market. Jack replied that there were not and that the Bonner Springs Farmers' Market had only 100 Senior Farmers' Market Nutrition Program vouchers available. He said that the distribution site at Indian Springs Farmers' Market issued 200 vouchers in the first week of the program.

Facility and Grounds

Jack reported that with the heavy rains this month, the patio area flooded on several occasions. One flood occurred after a five-minute downpour and another happened when there was no rain at all. Jack checked the gutters and found them to be clear. The City Engineer said that this flooding "leads me to believe there is a bigger problem that grading and paving may not solve." The Patio Committee will meet with the City Engineer on July 15.

RW LawnWorks mulched the flowerbeds and around all the trees.

Grants & Donations

The Library received donations totaling \$345 in memory of Joan Mesmer and donations totaling \$155 in memory of former library employee and recent Friend of the Library Joanne Van Beber. Those who donated in memory of Joan Mesmer were Ted Stolfus, Kyla Rosenberger (Aledo, TX), Jan Stevens (Perry, KS), Georgia Sue Miller (Perry, KS), Kimberly Sachse (Leavenworth), and the National Agricultural Center and Hall of Fame. Those who donated in memory of Joanne Van Beber were Carol Geary, Kathleen Schram, Barbara Stransky, and Mary Clark. The donations in memory of Joanne Van Beber will be used to purchase large print books.

The Library received a gorgeous handmade, Bigfoot-themed quilt from Linda Losier. The quilt will be displayed in the library and then raffled off to raise funds for the Summer Reading program. Rob Robinson made a large donation of books. Robinson is a member of the Astronomical Society of Kansas City and the British Astronomical Association and the donated books reflect those memberships and his interest. Ted Stolfus repaired the flagstones near the Nettleton entrance. The Wishing Well for Summer Reading donations at the circulation desk brought in \$235.73.

Jack shared the June statistics.

Wyandotte County Library Board

Jack reported that the Wyandotte County Library Board will meet next Tuesday, July 16. At that meeting the Board will decide if it wants to exceed a revenue neutral budget.

Friends of the Library

Susan reported that the Friends of the Library will hold an evening meeting July 16 at 6:30 p.m.

New Business

Jack reported that the budget target as of June 30 is \$396,406 which is 50% of the budget. The Library had spent \$429,632 at that point, an overspending of \$33,227. However, this year the Library has earned \$5,825 more than budgeted in interest income and \$14,325 in funds have been transferred from the City to cover 2023/2024 salary increases. That puts net overspending at \$13,077.

Jack stated that he was not concerned about the overspending as several of the Library's large expenditures, the library catalog user fee, courier fee, magazine subscriptions, and property insurance are fully paid. The last anticipated big expenses are the elevator bill in July, three paydays in August, and potentially, the Library's share of the City's salary study.

Jack shared that though the property insurance bill has been paid, the expense was \$6,385 more than budgeted. As at the end of June, service and repair is already \$6,100 over budget. He expects those expenses to continue throughout the year as the increased spending is tied to the flooding.

Jack said that there appears to be a mistake in the amount budgeted for County tax revenue. Paperwork from last year shows a number higher than this year's paperwork. Jack has asked the County for clarification, but has not heard back. He said the Library might expect a shortfall of \$4,496.

Uncashed Checks

Jack said that the Library has two uncashed checks. The checks are not so old that they need to be published in the newspaper and written off. He would like to replace them. One is to a former staff member and the other is to a Farmers' Market vendor.

Check No. 13308 to Hannah Houston on 9/14/2023 for \$85.00

Check No. 14131 to Grace Farm on 6/8/2023 for \$45.00

Jack requested that the Board approve the reissue of these two checks. Hortencia moved that the Board approve the reissue of these two checks. Susan seconded the motion. The motion carried.

Review of Computer and Internet Use Policy

Jack shared that per NEKLS accreditation standards, the Board must review and approve each of the Library's policies at least once every three years. Library staff has reviewed the Computer and Internet Use Policy, which was last reviewed in June 2021, and did not recommend any changes.

Patricia moved the Board approve the Computer and Internet Use Policy as written. Claudia seconded the motion. The motion carried.

NEKLS Accreditation

Jack stated that he has recorded that Susan, Patricia, and Claudia have taken the NEKLS Trustee Training. Accreditation standards require that five Board members complete the training. John and Hortencia replied that they have both completed the training.

Old Business

2025 Budget

Jack shared that the City Finance Director pointed out that the number Jack has been using for City tax revenue has been adjusted to account for the unbudgeted increase in salaries in mid-2023. The original amount budgeted for City tax revenue in 2024 was \$475,288, and the adjusted number is \$506,271. The Board had proposed a 2025 City tax revenue of \$528,243. This represents a 4.34% increase over the adjusted number and represents an 11.14% increase over the original number. This new figure raises the Library's mill levy by .07 mills (from 3.527 to 3.598).

Jack requested a motion from the Board to increase the Library's mill levy. Jeff asked if this increase would exceed revenue neutral. Jack stated that the City has voted to hold the mill levy constant.

Susan moved that the Board increase the Library mill levy to 3.598. Claudia seconded the motion. The motion carried.

Additions to the Agenda

High School Pictures

Jack shared that though the Board had approved the removal of the high school class pictures currently stored in the storm shelter, the anticipated removal plan turned out not to be workable. Jack said that he has received comments from community members that they are opposed to the library returning the pictures to the high school. It has been suggested that the images be digitized and the originals remain at the Library. He stated that there is no room at the Bonner Springs Historic Preservation Society to store the photographs.

Jeff suggested that the Bonner Springs/Edwardsville Education Foundation hold a fundraiser to raise money to have the photographs digitized.

Patricia shared her concerns about the Library serving as the depository of the photographs. She stated that there is limited community access and that with each graduating class another set of photographs arrive. She stated that in her understanding of the Library's policy, the Library is not an archive and the storm shelter is not the appropriate depository of these documents. Additionally, the way the photographs are currently stored it is difficult to protect them from damage as they are in the way for Library programs and events.

Jack offered that the storm shelter is used for Library programs and Friends of the Library events. It is not just a storage area.

Jeff countered that the Library's role as a depository for the photographs serves the community. That the storage of these photographs creates goodwill that might encourage future supporters of the Library. He suggested that the collection be managed with displaying selected photographs in the Library to promote awareness of the collection. He expressed the opinion that digitizing the photographs would be a good option.

Patricia moved that the issue be tabled for discussion at a future meeting. Susan seconded the motion. The motion carried.

Joan Mesmer Memorial

Jack stated that the City has proposed a memorial bench or flower garden at the Library for Joan Mesmer. He said that staff suggested a birdbath. Jack said that at the appropriate time the Board will need to approve the project. He said that he will need the Board's input as to an appropriate memorial and its location on the property.

Patricia asked if the memorial will be paid for by the Library. Jack stated that the memorial will be covered by donated funds.

Personnel Consideration

Jack continued the discussion from earlier in the meeting about the creation of two staff positions using hours from one full-time position and the Farmers' Market Coordinator position. He stated the Library could use carry-over funds if the Wyandotte County Library Board does not approve an increase in funding. He said that since the positions will not have health insurance benefits, there will be a cost savings of \$10,000. However, he is concerned about the budget ramifications of the City's salary study. While the final data from the study are not yet public, Jack shared that he expects the study's impact could result in a 10% increase to the Library budget.

Jeff suggested that the salary increases be honored with a step-by-step increase in order to retain highly valued employees. He said he felt it was important to offer a market level pay rate.

Tom asked if the current staff shortage has resulted in increased overtime pay. Jack said no.

Hortencia asked if high school volunteers could be used to augment the staff. Jack said that with the lengthy training time and Library staff supervision requirements, this was not a good option.

Jeff stated that a salary increase plan be started. Tom suggested that if anticipated funds are not forthcoming, the Board could vote to raise the mill levy.

Jack said that he would proceed to fill the one position that involved the Farmers' Market responsibilities.

John said that next year staffing and budgeting could be adjusted.

The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Laura T. Carroll
Assistant Director