

**Board Meeting
Regular Meeting Minutes
August 8, 2024
Meeting in Person and Online via Zoom**

Members Present: John Mackey, Claudia Patrick, Elisabeth Kasckow, Judy Anderson, Hortencia Dominguez, Susan Berry, Patricia E. Welicky, Tom Stephens, Jeff Harrington (arrived 6:07 via Zoom), and guests: Laura Santos and Lesley Lard.

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 added two items to the agenda: Recognition of Patricia's work at the Farmers' Market and the installation of a ballot box.

Consent Agenda

- (1) Regular Meeting Minutes for July 11, 2024, (2) Presentation of Invoices and Supplemental Checks from July 11 through August 8, 2024, (3) Treasurer's Report for August 8, 2024.

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

Summer Reading Report

Lesley Lard shared with the Board the final statistics of the 2024 Summer Reading program. She said that there had been a 59% increase in participation over the past 10 years. 671 people completed the program in 2024. Children: 413, teens: 90, and adults: 168. The Library offered 134 programs with 3,325 people attending. Lesley extended a special thank you to the Board and Friends for their support of the Summer Reading program. She announced that next year's theme is "color our world."

Farmers' Market Report

Patricia reported on her work at the Farmers' Market. She has set up a table and is raising funds for the 2025 Summer Reading program and letting people know that the Farmers' Market is a Library program. Patricia is planning on being at all the remaining Farmers' Market for the rest of the season. She is planning on offering a poker run/walk fundraiser to be held in downtown Bonner Springs Saturday, October 5. She is hoping that downtown merchants will allow a table to be placed in front of their stores as stops along the run/walk's path.

Librarian's Report

Jack reported on upcoming programs.

August 17, 9:00-noon - The Library will host Midwest Recycling Center (MRC) for an electronic recycling event.

August 20, 6:00 p.m. - Adult book discussion over the book Birnam Wood by Eleanor Catton.

Saturday, August 24 – The Library will have a table along the parade route for the Tiblow Days Parade. There is no Farmers' Market that Saturday.

August 26 – The Bonner Springs City Council will hold a revenue neutral rate hearing.

August 29, 6:30 p.m. – The Film Club will discuss the film The Boy and the Heron based on the book How Do You Live?

September 1 & 2 - The Library will be closed for Labor Day.

September 9 – The Bonner Springs City Council will hold a budget hearing and will approve the 2025 budget. The Council will also hear a presentation about the compensation study.

September 12, 5:00 to 8:00 p.m. – The final Evenings on Oak event will be held with music by Kim Williams.

Staffing

Jack reported that the reconceived Farmers' Market Coordinator position was posted for two weeks and the Library received 18 applications. Two candidates had already applied for the position in response to an earlier posting.

Staff Development

Jack report that Katy Konovalske took a webinar from the State Library on the transition of the Kansas ecard to a new platform. Jack participated in a NEKLS webinar on "Onboarding and Offboarding Resources."

Summer Reading

Jack offered additional information about the Summer Reading program. Lesley and Amy Cushing developed a bonus reading program with the goal of keeping kids reading after they had completed the initial reading challenge. 169 patrons took part in that extra program.

Other programs included:

The big SRP programs were a show by Stone Lion Puppet Theater, held at the gym in the Community Center, Amy's Animal Communications program from the Kansas City Zoo, Amy's teen Library Lock-In (with Laura assisting), and Laura's One Book, Many Neighbors presentation on social media's impact in minority communities. The Library hosted an End of Summer Reading Party at the city pool and the One Book, Many Neighbors program held their final party at St. Mary University in Leavenworth.

Programs offered for youth and families included:

Morning story times with the themes of dogs, turtles, catfish and deer, Pajama Storytime, Parents as Teachers story time, story time at the pool, Indy's Search for the Lost City of Gold, 1990's music bingo at the Olde Mill properties, STEM explorer with the theme of solar bugs, teen DIY with paper quilling, Minecraft videogame featuring Hunger Games, E-sports tournaments, Coding Club and Coding Club, Jr., Lego Club with the theme of Bigfoot vs. Yeti, Pokémon Club, Dungeons & Dragons Club, Chess Club, Teen Advisory Group, outreach at the Piper Y camp, two movie matinees: Homeward Bound and Kung Fu Panda 4 and a passive program of a Storywalk.

Programs offered to adults included:

A Currents discussion of tipping, an Examined Life discussion of virtue, the Film Club discussed Edge of Tomorrow, Wordslingers Writing Group, Acoustic Jam, tech help appointments, Chair Yoga, Tai Chi, and Books in Motion deliveries.

Farmers' Market

Jack reported that because the east side of the Farmers' Market new pavilion received direct sun in the morning, he purchased large greenhouse shades. The shades are attached to the structure with powerful magnets and provide shade during market hours. The fans, lights, and electricity have now been installed.

Tom commented that he has observed the fans running when the Market was not in session. He said a lockbox over the power switch should be installed. Hortencia asked if a hand-washing station is available at the Market. Jack said that both bathroom facilities and a hand-washing area is part of the long-range plan.

Jack reported that the Market had live music from several musicians (Van Mertsh, Ryan Wyatt, and Bob Wilson), superhero visits (Captain America and Rogue) on July 6, and the children's performer Dino O'Dell on July 20. On Family Day, Dani Gurley did face painting and handed out popsicles. Attendance at the Market was 1,465 visitors in July. Jack and Cassandra Long represented the Market at the July Evenings on Oak. Jack said that the final Evenings on Oak will be in September.

Facility & Grounds

Jack, Lesley, Amy, John, and Patricia met with Justin, the City Engineer, to share ideas about the patio. Justin anticipates that there would be a problem with installing a stage on the rebuilt patio because of the way the ground slopes. He also speculated that the constant water problem might stem from an underground spring. The committee discussed installing a stage on the lawn near the sidewalk with audience members seated between the stage and the Library. Surveyors came out to begin the process of regrading and the survey data will be used to create CAD drawings. Justin is looking into working with a company that can determine what lies below ground level, taking the dead grass in the area into consideration. Jack reported that the Library continued to have flooding throughout the month.

Jack is working with Evergy on the parking lot lights.

Donations

The Library received a total of \$708 in grant funds for the Farmers' Market. \$500 was given by the Farm School at Gibbs Road and \$208 was given by Cultivate Kansas City.

Jack said that the raffle for Linda Losier's Bigfoot quilt brought in around \$250.

Jack shared the July statistics.

Wyandotte County Library Board

Judy reported that the Wyandotte County Library Board met in July. The motion to remain revenue neutral was a tie vote, so the Board will remain neutral for the upcoming budget year. There will be 5% increase in funding to the libraries for a total of \$302,970.00. The increase will be drawn from the carry-over fund. The allocation of funding has not yet been determined.

Friends of the Library

Susan reported that the Friends will meet on Monday, August 19 at 6:30. They will be planning for their Tiblow Days book sale Saturday, August 24.

Budget Review

Jack reported on the 2024 budget. The target as of July 31 was \$462,209 (58.3%). However, as of that date the Library has spent \$495,004, an overspending of \$32,795. Last month's overspending was \$33,227. The Library has received \$7,338 more than budgeted in interest income and \$16,869 in funds transferred from the City for 2023/2024 salary increases. That creates a net overspending at \$8,588. That amount is an improvement over last month's net number of \$13,077.

Jack stated that the Library's big expense in 2024 will be an extra pay period in the month of August and potentially, a share of the cost of the salary study.

Jack stated that overspending will decrease for the remainder of 2024. He is unable to give accurate overspending estimates as he has not yet received notification of the Library's allocation from the Wyandotte County Library Board.

Jack shared that Judy had spoken with the Wyandotte County Finance Officer. She was assured that the expected tax revenue funds that have not yet been distributed will be sent.

New Business

CIPA Review

Jack shared that by State and Federal law, the Board must review Library policy as it applies to the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act (KS-CIPA) every three years. After the Board's review, Jack will report that this has been done to the State Library, and they forward the information to the Institute of Museum and Library Services. The Board last reviewed policy concerning CIPA and KS-CIPA in June of 2021 and did not recommended any changes at that time.

Jack shared that Library staff have reviewed the policy and did not recommended any changes.

Claudia made the motion that the statement that the Board had reviewed and approved the current policy supporting CIPA and KS-CIPA be entered into the meeting minutes. Patricia seconded the motion. The motion carried.

Compensation Study

Jack advised the Board that the City Council will be hearing the final report on the compensation study September 9. Jack stated that he has been cautioned to not discuss the study until after the Council has heard the final report. Jack said that a representative of the company that did the study will give a presentation to the Board at the next meeting September 12.

Old Business

Jack provided updates on the 2025 budget.

There are several changes to the previously approved budget, mainly resulting from the compensation study:

- City tax revenue increase from \$528,243 to \$536,680 (12.92% over last year)
- County tax revenue increase from \$301,066 to 302,970 (5% over last year)
- Library paid benefits decrease from \$140,713 to \$135,600 (from the elimination of a position)
- Personnel wage increase from \$400,546 to \$416,000 (from compensation study adjustments)
- The bottom line increase is an adjustment of \$865,689 to \$876,030
- The mill levy will increase from 3.527 to 3.703

Jack recommended that the Board approve the changes. As this update is in advance of the City's budget hearing on September 9, Jack anticipates that there will be additional changes.

Patricia made the motion to approve the 2025 budget with the understanding that additional changes will likely be made. Hortencia seconded the motion. The motion carried.

Joan Mesmer Memorial

Jack reminded the Board that at the July Board meeting they had discussed the City's proposal for a memorial bench, birdbath, and/or garden on the Library property to honor of the late Joan Mesmer. Jack asked that the Board form a committee to determine an appropriate memorial to be placed on Library property. Patricia, Claudia and Elisabeth volunteered to sit on that committee.

Approval of Hire

Jack asked for Board approval for the hiring of Claudia Giacone for the Farmers' Market Coordinator position. The start date for this position has not yet been determined and the rate of pay will require further discussion with City staff because of the compensation study.

Hortencia moved that the Board approve the hire. Susan seconded the motion. The motion carried.

Ballot Box

Jack shared that in May 2022, the Board considered the installation of a ballot collection box on Library property. At that time, the Board decided to not allow the installation due to a conflict between the Patron Confidentiality policy and the requirement of electronic monitoring of the box by the County Election Office.

Jack shared that previously the Library had had a ballot box for one year, but had it removed after learning that the Election Office required access to the Library's security camera. The Election Office now states that images from the camera will be stored on a protected server, inaccessible to anyone outside the Election Office.

Jack said that Library staff has noted that the Kansas City, Kansas Public Library has a ballot box that is camera-monitored by the Election Office.

Jack said that if the Board would like to have a ballot box installed on Library property, they would either need to change the Library's existing policy on privacy and monitoring or make an exception to the existing policy to allow the monitoring of a ballot box.

The Board discussed different locations on Library property for the placement of a ballot box. Jack shared that the City has rejected the installation of a ballot box at various locations on City properties.

John asked if a new camera would need to be installed or would the Election Office use existing equipment. Jack said that is unclear at this time.

John asked if this would be a temporary installation. Jack said that yes, the box would be removed after the election. Tom said it was important to confirm that the monitor feed is secure at the Election Office. John suggested that signage be placed on the Library's doors informing patrons that the ballot box was being monitored via a camera.

Claudia moved that an exception be made in the Patron Confidentiality Policy to allow secure monitoring by the County Election Office of a ballot box that is installed on Library property. Patricia seconded. The motion carried.

The meeting adjourned at 6:27 p.m.

Respectfully submitted,

Laura T. Carroll