

**Board Meeting
Regular Meeting Minutes
September 12, 2024
Meeting in Person and Online via Zoom**

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

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

There were no additions to the agenda.

Consent Agenda

- (1) Regular Meeting Minutes for August 8, 2024, (2) Presentation of Invoices and Supplemental Checks from August 9 through September 12, 2024, (3) Treasurer's Report for September 12, 2024.

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

Presentation: Compensation Study

The Board heard a presentation by Malayna Maes of the McGrath Consulting Group over the recently completed compensation study. She focused on Library employee compensation.

Librarian's Report

Jack reported on upcoming programs.

Thursday, September 12 from 5:00 to 8:00: Evenings on Oak with music by Kim Williams. This is the year's final Evening on Oak event.

Saturday, September 14 at 10:00 and 11:00: Hispanic Heritage Celebration at the Farmers' Market featuring the music of Ryan Wyatt. Jack reported that Hispanic Heritage month begins September 15 and that in honor of this the Library has a display of Mexican dolls created by Eagle G.P of Kansas City, KS and a Mexican-Heritage Softball Leagues display on the gallery wall.

Tuesday, September 17 at 6:00: Book Club discussion of The Country of the Blind by Andrew Leland

Thursday, October 3 at 6:30 at the Old Mill: Saturday Night Live Trivia

Staffing

Jack reported that Claudia Giacone started in the position of Farmers' Market Coordinator, working one shift there and two in the library. Cassandra Long is still employed in the same position, market hours only, in order to train Claudia. Jack has posted the job ad for the other part-time Library Assistant position.

Staff Development

Jack reported that he participated in a REFORMA webinar on building Spanish-language collections and attended a meeting of a new NEKLS group that will gather to share ideas about library services for Spanish speakers.

Laura and Jack attended an HR check-in meeting with NEKLS and area directors. It appears that this group will continue to meet quarterly.

Tiblow Days

On Saturday, August 24 Lesley and Amy staffed an activities table outside the Library during the Tiblow Days parade. Nancy Landers worked with the Bonner Springs Historical Preservation Society at the Harrington Event Center and hosted the Chief of the Delaware Tribe. The Friends of the Library held a book sale and Jack delivered the Library's sound system to several events.

August programs offered to children and families

Minecraft Olympics, Dungeons and Dragons Club, Chess Club, movie matinee showing Migration, Teen Advisory Group, Library outreach helped with the USD 204 Supply Drive, and a passive program of a scavenger hunt with the question: Why did the dog run after the book?

August programs offered to adults

Electronics recycling, a Book Club discussion over Birnam Wood, a Currents discussion over the rule of law, an Examined Life discussion on what it means to be human, a Film Club discussion over the film The Boy and the Heron, Wordslingers Writing Group, Acoustic Jam, Chair Yoga, Tai Chi, and Tech Help, and Books in Motion.

Farmers' Market

There were four markets held in August, each with live music. There was not a market on Saturday, August 24 due to the Tiblow Days celebration.

Jack shared that the Farmers' Market is offering a new incentive program in association with the Kansas Initiative for Stroke Survival (KISS) program. Individuals that come to the Market for a health screening will receive a \$5 voucher that can only be used at a Wyandotte County farmers' market. He shared that the Wyandotte County farmers' markets have been given \$10,000 in vouchers in support of this program. He said that Library staff was considering holding some type of health fair sometime in 2025.

Facility and grounds

Flooding concern

Jack has received several communications from the City Engineer concerning the work investigating the flooding problem. The field work has been completed and is being processed into a CAD drawing. The Engineer will begin laying out some repair options next week. He is also still planning on reaching out to a geotech firm to get a cost estimate to investigate the subsurface water issue. He said that he is trying to coordinate with a geotechnical engineer to determine why water is infiltrating the building during dry weather and how that might be mitigated.

Jack reported that water has been coming into the building even in the absence of rain. Totally Floored, the company that dries and treats the carpets, has taken up the carpet tiles altogether and will begin work on creating a dam to contain water seeping into the building.

Landscaping

Jack reported that the Memorial Garden Committee met to discuss ideas for a raised-bed garden by the story time bench. Elisabeth arranged for a landscaper from Embassy Landscape Group to look at the space and submit a plan by September 20. Jack is planning on applying for a project grant that has a deadline of September 30.

Jack reported that he had two ash trees on the Nettleton Street side treated for the emerald ash borer.

Parking lot lights

Jack reported that McGuire Electric completed the work on the parking lot lights, changing one to LED and changing the bulb in another. The City worked with the electrician on this and the change has saved the Library some money, approximately \$700.

Ballot box

Dan Bentsch, the Library's IT consultant, and Jack met with staff from the Wyandotte County Election Office. They developed a plan for installing the ballot box and a dedicated camera. The camera will be remotely monitored by the Election Office. The Library will have access to the feed from the camera.

Grants and donations

Jack reported that the Library received \$709.27 from the Friends of the Library. The Friends had received a grant from FoKL (Friends of Kansas Libraries). The Friends used the grant money and their own funds to purchase a TV, a TV stand, a podium, and a puppet. The Library had purchased the items and was reimbursed by the Friends.

The Library received \$300 from Cultivate KC for the Farmers' Market.

Patricia Welicky turned in \$121 in donations collected over three weeks at the Farmers' Market. These funds have been earmarked for youth programming.

The Library received a \$50 donation from Susan and John Berry with this note: "Just a donation to the library for Amy C's help in setting up our iPad. Actually, she didn't just help us--she did it! We would still be sitting at the table wondering what?! Her tech support is a wonderful service to library patrons who are not computer savvy."

Jack shared the July statistics.

Wyandotte County Library Board

Judy reported that the Board has not met since the last meeting. They are scheduled to meet in November.

She commented that if the Edwardsville and Piper communities should build libraries, half of the money collected, approximately \$300,000, could foreseeably go to those communities rather than Bonner Springs. She said that this is not an imminent event, but something the Board should keep in mind.

Friends of the Library

Susan reported that the Friends' next meeting will be Monday, September 16 at 6:30 p.m. She also reported that the book sale in August brought in \$109.00.

Budget Review

Jack shared that the budget target as at the end of August is \$528,428 (66.7% spent). The Library has spent \$572,246 (72.2%). This is an overspending of \$43,818.

The Library has received:

- \$9,505 more than budgeted in interest
- \$16,869 in funds transferred from the City for 2023/2024 salary increases
- \$662 extra in grants and donations
- \$652 extra in fees
- \$1,092 in unbudgeted refunds

That puts net overspending at \$15,038. This is expected because of the extra pay period in August (\$8,588 overspent on 7/31 plus \$16,155 for the third pay period equals \$24,743, so without that third pay period, the budget is still moving in the right direction).

Jack shared his concerns about the budget.

-The possibility of being shorted tax revenue by the City. At this point, the Library is still owed \$30,561. There is an expected final tax distribution on October 31.

-The County has not yet sent the Library \$4,496 as expected.

-The Library may be charged for a portion of the compensation study.

-The continuing repair and service costs from the flooding.

Jack reported that the amount of budget overspending should continue to decrease through the rest of the year.

New Business

Compensation Study

Jack reported that at this time, the City Council has not taken action on the compensation study, so salary increases will go into effect at the beginning of next year. However, the Council may decide on a mid-year increase and include the library. This was done in 2023.

The Board discussed the results of the compensation study that were presented at the beginning of the meeting. The general consensus was that the Board believed that it is important to move Library employees toward market wage levels and that the Library become competitive in recruiting and retaining employees. Tom suggested that Library positions should be compensated at the same rate as City positions. Jack reminded the Board that the City Council has the final say on the Library's budget.

Associate Position

Jack updated the Board that as part of replacing the full-time Weekend Services Coordinator position with two part-time positions, he created the opening for a staff member to move from an Assistant to an Associate position. In the Associate position, the staff member would have the responsibility of being in charge of the building and the opening and closing of the building when there are no full-time staff members on site. Additionally, this position would be responsible for the Library on Sundays. The position was posted and two internal candidates were interviewed. Amy Aldrich was selected. She will start in her new position on September 21 with a pay increase commensurate with that of the other Library Associate on staff. That increase does not impact the budget because of the savings from eliminating the full-time coordinator position and it has been factored into the 2025 budget. Before her selection, Amy had requested vacation time of September 27 through October 2. This leave will be a leave of absence without pay.

Jack requested the Board's approval for the promotion and the leave of absence without pay.

Hortencia moved that the Board approve the promotion of Amy Aldrich from Library Assistant to a Library Associate and the leave of absence without pay. Susan seconded the motion. The motion carried.

Meeting Room Policy

Jack shared that Library staff has been using a procedure statement to guide the reservation and use of the Library's study rooms rather than changing the language of the Meeting Room policy. That procedure from 9/12/2016 reads

"As with the meeting room, the study rooms shall not be monopolized by one patron or group of patrons. They may be reserved twice a month in the same time slot."

Unfortunately, the meeting rooms are currently being monopolized by one person and staff has requested that the procedure statement be moved into policy. Jack proposed the following language be added to the policy:

Study Rooms

As with the meeting room, the study rooms shall not be monopolized by one patron or group of patrons. They may be reserved twice a month in the same time slot. The library will not reserve both study rooms in the same time slot, but will leave one open for use on a walk-in basis, as long as walk-in use does not result in monopolization by one individual or organization.

Tom suggested that the change in policy be tested for a month. If the change does not create any problems, the Board will not need revisit the policy.

Claudia moved that the policy be adjusted as presented. Tom seconded the motion. The motion carried.

Adjourn

The meeting adjourned at 6:48 p.m.

Respectfully submitted,

Laura T. Carroll