

**Board Meeting
Regular Meeting Minutes
October 10, 2024
Meeting in Person and Online via Zoom**

Members Present: John Mackey, Claudia Patrick, Elisabeth Kasckow, Judy Anderson, Susan Berry, Hortencia Dominguez, Jeff Harrington, Patricia Welicky

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

Call to Order—The meeting was called to order by John at 5:31 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 September 12, 2024, (2) Presentation of Invoices and Supplemental Checks from September 12 through October 10, 2024, (3) Treasurer's Report for October 10, 2024.

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

Librarian's Report

Jack reported on upcoming programs.

Saturday, October 12:

-9:00 to 3:00 - Mobile Mammogram Unit

-Final Farmers' Market of the season with a pet parade and a concert by the Allegro Choir

Tuesday, October 15 at 6:00: Book discussion of *Annihilation* by Jeff VanderMeer

Friday, October 18 from 7:00 to 9:00: Teen Lock-in

Tuesday, October 22:

-6:00 - Farmers' Market Association Appreciation Dinner at the Olde Mill Properties

-6:30 - Volunteer Appreciation Evening at the Library

Thursday, October 24 at 6:30: Film Club discussion of *Annihilation*

Saturday, October 26 from 12:00 to 2:00: Boo Bash

Thursday, November 7 at 6:30: Family Feud Trivia-Part 2 at the Olde Mill Properties

Monday, November 11: Library closed for Inservice with a special presentation on time management by Brenda Hough.

Staffing

Lesley Lard, Jack and Laura interviewed four candidates for the open Library Assistant position.

Staff Development & Recognition

Laura taught a cataloging class based on the cataloging manual she created for all of northeast Kansas. It was recorded and will be made available to catalogers and future catalogers throughout the area.

Laura participated in three sessions on the new Aspen Discovery System, which will give our catalog a new look and organize the materials in a better way.

Lesley was invited to join the USD 204 Early Childhood Advisory Committee, meeting three times a year to discuss the needs of families in the area.

At the NAACP's annual Freedom Fund Luncheon on September 7, Nancy Landers was honored with a community service award. Lesley, Laura, and Jack attended.

Jack is now serving as the President of the NEKLS Executive Board. He has a one-year term.

September programs offered to children and families.

Story Time, Pajama Story Time, Parents as Teachers Story Time, Dungeons and Dragons Club, Coding Club and Coding Club, Jr., Pokemon Club, Chess Club, Minecraft Monday, Teen DIY doing a beading project, Teen Advisory Group, Trivia Night at the Olde Mill Properties with the theme of "Are you smarter than a 5th grader?", Library outreach at Delaware Ridge Elementary Pre-K, Head Start, McDaniel Preschool, and the Piper Early Childhood Center.

September programs offered to adults.

Book Club discussion of The Country of the Blind, Currents discussion of social media and warning labels, Examined Life discussion of negative freedom, Film Club discussion of Godzilla Minus One Minus Color, Wordslingers Writing Group, Acoustic Jam, Chair Yoga, Tai Chi, and Books in Motion.

Farmers' Market

There was live music at each of the Saturday markets, as well as at the last Evenings on Oak of the season on September 12. Hortencia arranged for a special musical performance in observation of Hispanic Heritage Month. Additionally, Mexican dolls were displayed in the Library.

Facility and Grounds

Totally Floored, the company that has been drying the carpets, took up all of the carpet tiles and installed a dam. There continues to be water in the building, even in the absence of rain.

Jack shared the latest report from the City Engineer.

This is a groundwater issue and re-grading the patio will not solve the problem. I do not want to build something and have the same flooding issue afterwards. We need to perform subsurface investigations, so it's highly unlikely the project will bid this year.

I think we've worked out a plan with Terracon for the subsurface investigation. They have recommended installing 3 temporary piezometers to assist in identifying groundwater levels and provide geotechnical recommendations pertaining to drainage design considerations. They would regularly monitor the piezometers to gain an understanding of how the groundwater flows/fluctuates to help in providing a recommended solution. A general estimate for this work would be approximately \$10,000. Please let me know if you would like for me to request an official cost proposal from them or if you would like to discuss in more detail.

Have you ever tested the water for chlorine to determine if it's a water line break, sprinkler, etc.? You might check with the water department and see if they have anything [for conducting a test vs. us using inexpensive test strips ourselves].

Landscaping

Elisabeth set up a meeting with Dan Nelson of Embassy Landscaping. He submitted designs and a proposal for installation of a garden by the story time bench.

Grants and Donations

The Library received a \$150 donation from the Bonner Springs Garden Club.

Jack shared the September statistics.

Wyandotte County Library Board

Judy reported that the Board has not met since the last Library Board meeting. Their next scheduled meeting will be in November.

Friends of the Library

Susan reported that the Friends will have their next meeting on Monday, October 14 at 6:30 p.m. They will be assembling treat bags for Lesley to hand out at Boo Bash, Saturday, October 26. She shared that next week (October 20-26) is National Friends Week. Susan has received a proclamation from the City and the Friends will be giving out treats to Library patrons during the week.

December fundraising

Patricia shared her plans for a December fundraising event scheduled for Saturday, December 7. She has planned an elf scavenger hunt, in which participants will visit local businesses and find a small toy elf. She said she would be working with Lesley to coordinate this activity with any planned children's programming that same day. She said that Amy Cushing would be creating a flyer for marketing.

Patricia said that she would need help with this event. She said that the Bonner Arts Alliance has offered to be part of the event. Susan shared that this is also the date of the Friends' December book sale.

Claudia reported that she received positive comments from everyone about the Poker Run/Walk held on Saturday, October 5. She said that some of the participants have volunteered to join a fundraising committee because they enjoyed the event so much.

Budget review

Jack reported that the spending target at the end of September is \$594,608 or 75% of the budget. At that point, he has spent \$637,856, an overspending of \$43,248.

The Library received \$36,866 in income over what was budgeted in the following categories:

\$10,657 in interest

\$23,035 in funds transferred from the City for 2023/2024 salary increases

\$864 in grants and donations

\$1,218 in patron fees

\$1,092 in refunds

This puts net overspending as of the end of September at \$6,382. Overspending continues to decline. Last month's overspending amount was \$15,038.

In other budget concerns, Jack reported that the City is not going to charge the Library for a portion of the compensation study. The estimate to redress the sprinkler system deficiencies came in at a reasonable number (less than \$3,000 in total), and the work has been scheduled. His continuing concern is that there may be a shortfall in City tax revenue.

New Business

City Pay Plan

Jack shared that the City Council passed the 2025 pay plan with City staff receiving retroactive pay increases on October 1, 2024 and again on January 1, 2025. The Library was not specified in the ordinance, so mid-year increases would have to be accommodated out of the Library's 2024 budget or out of the carry-over fund. There will not be a transfer of funds from the City to cover a pay increase as had been done for the mid-year pay increase in 2023.

Jack presented three options for the Library Board to consider:

Option #1 - Pass a resolution to increase Library staff pay retroactively to align with the City's October 1 increase

Option #2 - Pass a resolution to increase Library staff pay on a different date in the future

Option #3 - Wait to increase staff pay to the beginning of 2025 and possibly consider pay equity bonuses for staff, if there are adequate funds in the budget at the end of 2024.

Jack reminded the Board that the budget has been overspent by \$6,382 and he has been told that there may be a shortfall in City tax revenue due to tax delinquency. The budget impact of increasing salaries retroactively to October 1 would be around \$4,000. Jack recommended that the Board adopt the third option and take no action at this time.

The Board discussed the issue.

Patricia asked if the Board might present their concerns directly to the City Council. Jack that the Board could always submit a request to the City Council for an increase in salaries. The Council could reject the request and return the matter to the Library Board.

Hortencia suggested that perhaps the \$4,000 could be given out as a bonus at the year's end or possibly be spread out from October 1, 2024 through 2025.

Jeff asked if the carryover fund has already been earmarked for other projects. He believed that the City Council would be receptive to a pay increase for Library staff.

Jack said most organizations try to have 25% or 3 months of the total budget in a carryover fund.

Jeff said that he felt it was important to support Library staff salaries as it seems the Board is always playing catch-up with current wages versus market wages. He said that a step-up plan would not be sufficient to align current wages with the current market wage.

Jeff advocated for selecting option #1. Claudia stated that she agreed 100%.

Patricia moved that the Board adopt the first resolution as presented by Jack and increase Library staff pay retroactively to align with the City's October 1 increase. Claudia seconded the motion. The motion carried.

Claudia asked for and received an explanation of the origination and funding of the carryover fund. Jeff commented on how well Jack has protected the fund, but stated that the fund was available for concerns that are approved by the Board such as salary increases.

Approval of New Hire

Jack reported that after interviewing four excellent candidates, the interview committee selected Makenzie (Mak) Kaufman for the open 24-hour Library Assistant position. There is no 2024 budget impact and the expense is already factored into the 2025 budget.

He requested that the Board approve the hire of Makenzie Kaufman with a start date of October 19, 2024.

Hortencia moved that the hire of Makenzie Kaufman with a start date of Saturday, October 19, 2024 be approved. Elisabeth seconded the motion.

The motion carried.

GAAP waiver resolution

Jack shared that GAAP, Generally Accepted Accounting Principles, required the auditing of an organization's financial records on an accrual basis. This means that funds encumbered in 2024, but paid in 2025, are considered 2024 expenses. The City has changed its audit procedure to a cash basis, funds encumbered in 2024, but paid in 2025 will be considered 2025 expenses. Since the Library's audit is part of the City audit, Jack said that the Library Board will need to approve the GAAP Waiver. The City's Finance Officer has offered their resolution for the Board to review.

Jack recommended that the Board approve the 2024 GAAP Waiver Resolution.

Jeff moved that the Board approve the GAAP waiver resolution. Patricia seconded the motion. The motion carried.

Write-off of old checks

Jack reported that the following uncashed checks need to be published in the Wyandotte Echo with the City's other uncashed checks and then written off:

13196 to Spanish House Farm for \$15 on 9/10/2021
13153 to Spanish House Farm for \$2 on 8/13/2021
13094 to Spanish House Farm for \$6 on 7/8/2021
13090 to JoliBakes for \$12 on 7/8/2021

Jack recommended that the Board approve the write-off of the uncashed checks listed above, all over three years old.

Patricia moved that the Board approve the write-of the checks listed. Susan seconded the motion. The motion carried.

Garden Project

Jack shared the garden proposal he received from Embassy Landscape. The total cost is \$28,700. He said that he would apply for a \$25,000 NEKLS Focus Grant. His grant request will include the language that the "balance of \$3,700 coming out of library funds and a proposed fundraising initiative by the City of Bonner Springs."

The proposal notes a few possible additional expenses such as irrigation additions or modifications, drainage modifications, electrical for lighting birdbaths, or statuary placement. Jack stated that these expenses could be accommodated out of regular operating funds.

Jack recommended that the Board approve of the submission of a NEKLS Focus Grant request for \$25,000 with the understanding that received grant funds would not cover all of the planned costs of the garden project, a total of \$28,700.

Hortencia moved that the Board approve the submission of the grant. Elisabeth seconded the motion. The motion carried.

Adjourn

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

Laura T. Carroll