

**Board Meeting
Regular Meeting Minutes
November 14, 2024
Meeting in Person and Online via Zoom**

Members Present: John Mackey, Claudia Patrick, Elisabeth Kasckow, Susan Berry, Hortencia Dominguez, Patricia Welicky, Tom Stephens, Jeff Harrington (via Zoom), Laura Santos (guest)

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

Jack shared with the Board two thank you notes that had been received.

Additions to the Agenda

Jack added the discussion of the elevator maintenance contract to the agenda.

Consent Agenda

- (1) Regular Meeting Minutes for October 10, 2024, (2) Presentation of Invoices and Supplemental Checks from October 10 through November 14, 2024, (3) Treasurer's Report for November 14, 2024.

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

Librarian's Report

Jack reported on upcoming programs and Library closings.

Wednesday, November 27: Library closes at 5:00

Thursday and Friday, November 28 and 29: Library closed for Thanksgiving

G-Man Contest – Disguise the Gingerbread Man contest: A passive program through December 31.

Thursday, December 12 at 6:30: Grinch Party

Staffing

Lesley Lard, Laura and Jack conducted interviews for the open Library Assistant position and selected Mak Kaufman. The Library is fully staffed for the first time since May 2024.

Staff Development and the Aspen Discovery System

Laura attended the Kansas Library Association conference in Wichita on Thursday, October 31.

Jack attended NEKLS' daylong Fall Director's Institute in Lawrence on Friday with sessions on "The Art of Gathering" and "Making Meaningful Connections with the Community." The sessions were presented by librarians from the Topeka & Shawnee County Public Library.

Amy Aldrich took a webinar on the State Library's Britannica database.

All staff attended training on the new Aspen Discovery System, which gives the online catalog a new look and functionality.

October programs offered to children and families

Boo Bash

Boo Bash was held October 26 with 487 in attendance. Jack thanked Patricia for the games and the decorated spook house, and thanked Claudia and Susan for helping. Additionally, Lesley's husband Terry acted as deejay for the games, former employee Lynn Jennings told stories by the fireplace, Amy Cushing held a Witch's Walk, similar to a cake walk, on the patio. There were crafts, treats and free pumpkins and gourds. Lots of staff and teen volunteers helped with this event.

Additional programs offered

Storytime, Pajama Storytime, Teen Lock-In, Teen Puzzles and Pizza Pie, Teen DIY (My Pet Ghost), Teen Advisory Group, Lego Club (Haunted House Challenge), Dungeons & Dragons Club, Coding Club and Coding Club, Jr., Pokemon Club, Chess Club, movie matinee showing Inside Out 2, STEM Explorers (Rocket Launchers, Skeletons), Minecraft Monday, several school tours and special Storytimes.

Outreach and passive programs

Amy Cushing and Lesley did outreach at Clark Middle School, McDaniel Preschool, Delaware Ridge Elementary Pre-K, Head Start, Bonner Springs Elementary kindergarten, and the Piper Early Childhood Center. The Library also participated in Read for the Record outreach at Edwardsville Elementary, Bonner Springs Elementary, and Delaware Ridge Elementary. There was a passive program of two-sentence horror story contest.

The Library offered the following programs for adults.

Mobile mammogram screenings, Currents discussion of the origins of fascism, Book Club discussion of Annihilation, Film Club discussing of Annihilation, Examined Life discussion of the wisdom of insecurity, Wordslingers Writing Group, chair yoga, Tai Chi, Happy Hearts spook house tour, and a Books in Motion delivery.

Farmers' Market

The Farmers' Market wrapped up its eighth season with a pet parade and a performance from the Allegro Choir. Claudia Giaccone hosted a Farmers' Market appreciation dinner at the Olde Mill.

Volunteer Appreciation

Laura put together a volunteer appreciation event with a pre-recorded Ted Talk by the scheduled presenter, who was called away on a family emergency.

Facility and Grounds

Water - Tasked with digging a sump to collect water to test for chlorine, RW LawnWorks discovered a broken waterline and disconnected it from the irrigation box. The Library has had no flooding since then, despite a heavy rain.

Landscaping - The grant proposal for the garden was not successful. Another birch tree was uprooted in a windstorm.

Grants and Donations

Patricia ran a successful Poker Run fundraiser which received a lot of positive feedback from both the participants and the businesses they visited.

The Library received a Notable Books grant from the State Library of Kansas for \$309.34.

The Library received a \$100 donation from a regular patron, who asked to remain anonymous.

Jack shared the November statistics.

Wyandotte County Library Board

Judy reported that the Board will meeting Tuesday, November 19 to finalize the budget. She shared that Edwardsville voted to build a new city building that will include a library. She stated that it is unclear at this time how funds will be distributed after the Edwardsville Library is opened. Jack shared that the Edwardsville community will still need a successful ballot measure to authorize the establishment of a library.

Friends of the Library

Susan shared that the Friends will not hold a November meeting. The winter book sale will be December 5-7. There will be a December meeting on Monday, December 9 with a book swap. She reported that two Friends members had been selected as Friend of the Year: Sharon Bracken and Telesa Tinberg.

Budget Review

The budget target as of the end of October is \$660,412 (83.3% of the total budget). Jack reported that he had spent \$705,219 at that point, an overspending of \$44,807.

The Library had received \$42,770 in income over what was budgeted in the following categories:

- \$11,596 in interest

- \$25,609 in funds transferred from the City for 2023/2024 salary increases

- \$ 1,501 in grants and donations

- \$ 2,044 in patron fees

- \$ 1,092 in refunds

- \$ 928 in Farmers' Market revenue

That puts net overspending as of the end of October target at \$2,037. Overspending continues to decrease, \$15,038 in August to \$6,382 in September to \$2,037 in October.

Jack anticipates the final City tax distribution of 2024 to come in at around \$6,100. The additional funds will decrease the overspending gap of only \$434. The unbudgeted salary increases from October 1 resulted an additional \$2,640 in payroll expenses.

Jack hopes that by end of 2024 there will be no overspending amount.

Old Business

Jack shared the 2024 and 2025 plan for CIP spending. The City holds these funds for the Library.

2024		2025	
Patio Regrading	\$125,700	Telephone System	\$7,500
Drainage – Gutters / Foundation	\$52,300	HVAC Controller	\$38,000
Roof Repair	\$23,400	HVAC	\$140,000
		Computer Equipment	\$4,800
Total	\$201,400		\$190,300

Jack shared the latest comment from the City Engineer regarding the flooding:

In light of this [discovery of the broken water line], I'll tell Terracon that we don't need the groundwater monitoring wells now. I would like to see what happens the next time we have a heavy rain. We will move forward with the patio design and plan on building it next spring. This will give us some time to see what happens now during rain events. We may still want to install foundation/French drains. I'll review the library building plans as well to see how the foundation was constructed.

Jack asked the Board how they would like to proceed. Options include calling off the engineer, continuing to monitor the situation, or proceeding with other parts of the project, i.e. gutters and roof repair.

Regardless of which course of action that the Board may choose, the decision will not affect 2025 funding. Jack did remind the Board that they will need to request a budget amendment for any 2024 projects that are carried into 2025.

Jack recommended that the Board grant approval for Jack to seek bid requests for the HVAC project. That project is currently budgeted at \$178,000.

John stated that the patio project should be suspended until the flooding is resolved.

Claudia moved that the Board approve the solicitation of bids for a new HVAC system. Hortencia seconded the motion. The motion carried.

Garden project

Since the grant proposal for the planned garden project was not successful, Jack invited the Board to discuss a plan of action concerning the garden project.

Elisabeth stated that a retaining wall was part of the original garden design and the Master Gardeners are available to care for the garden. Hortencia suggested that local businesses be asked to donate funds for a garden. The Board asked that individual members send their ideas and thoughts concerning the project to Jack.

City pay plan

Jack reminded the Board that at the last meeting, the Board had approved retroactive salary increases for library staff in accordance with the City's pay plan. Since the pay plan was distributed by the City, a number of situations have made it unclear as to how to apply to the new pay plan.

- The addition of two new staff members

- Promotion an existing staff member to a new position

- Mistakes in the pay plan's spreadsheet formulae

- Disagreements about the recommendations in the pay plan. The company that conducted the pay study said they would reconsider their recommendations, but ultimately did not.

Jack was able to get clarification from the City concerning the pay for the new staff and City staff agreed about the mistakes. Jack consulted the Personnel Committee on the disagreements and the Committee advised Jack to use the higher pay rate in both cases.

Jack told the Board that they do not need to approve pay increases again. The Board President does have to sign a Personnel Action form for each staff member receiving an increase. Jack stated that if the Board as a whole would like to discuss individual cases that could be done in executive session.

New Business

2025 salary increases

Jack stated that the pay plan includes a 3% increase for all staff in 2025. This has already been accommodated in the Library's 2025 budget. The auditor will want to see Board approval for this, and the Board President will need to sign another Personnel Action form for each staff member.

Jack recommended that the Board approve a 3% salary increase for all staff with a start date of January 4, 2025, which is the start of a new pay period.

Susan moved that the Board approve a 3% salary increase for all staff beginning January 4, 2025. Claudia seconded the motion. The motion carried.

Board 2025 schedule

Jack offered the proposed Board meeting schedule for 2025.

2025 Board Meeting Schedule

<u>Month</u>	<u>Day</u>	<u>Date</u>
January	Thursday	January 9
February	Thursday	February 13
March	Thursday	March 13
April	Thursday	April 10
May	Thursday	May 8
June	Thursday	June 12
July	Thursday	July 10
August	Thursday	August 14
September	Thursday	September 11
October	Thursday	October 9
November	Thursday	November 13
December	Thursday	December 11

It was noted that April 10 is John's birthday and that meeting should include cake.

Hortencia moved that the Board accept the meeting schedule as presented. Patricia seconded the motion. The motion carried.

Library holiday schedule

Jack reminded the Board that holiday closures are outlined in the Personnel Policy Handbook (under “Leave,” p. 11).

2025 Holiday Closing Schedule

<u>Holiday</u>	<u>Day</u>	<u>Date</u>
New Year's Day	Wednesday	January 1
Martin Luther King Jr. Day	Monday	January 20
President's Day	Monday	February 17
Easter	Sunday	April 20
Memorial Day	Sunday Monday	May 25 May 26
Juneteenth	Thursday	June 19
Independence Day	Friday	July 4
Labor Day	Sunday Monday	August 31 September 1
In-service	Monday	October 13
Thanksgiving	Thursday Friday	November 27 November 28
Christmas Eve Christmas Day	Wednesday Thursday	December 24 December 25

Holiday Closure	Additional Closure
New Year's Day	Library closed at 5:00 on New Year's Eve
Martin Luther King, Jr. Day	
Presidents' Day	
Memorial Day	Library closed on the Sunday before Memorial Day
Juneteenth	Library closed at 5:00 on the day before Juneteenth
Independence Day	Library closed at 5:00 on the day before Independence Day
Labor Day	Library closed on the Sunday before Labor Day
Thanksgiving Day	Library closed at 5:00 on the Wednesday before Thanksgiving
Day after Thanksgiving	
Christmas Eve	Library closed at 5:00 on the day before Christmas Eve
Christmas Day	

And any other day so designated by the Board. The library will also be closed on Easter Sunday

Jack shared that Juneteenth seems to be celebrated on an adjacent weekend in the Bonner Springs community. Regardless, he did not recommend changing the date of the Library's closure, but did suggest that the Library not close early on the day prior to Juneteenth.

Jack recommended that the Library in-service staff day be moved to Columbus Day, October 13. With this change, Library staff would be able to participate in the City's staff training. This change would mean that the Library remain open on Veterans Day.

Jack stated that the Board may make any changes they like.

Susan moved that the Board approve the Library holiday schedule as presented, but include a staff in-service day of October 13. Patricia seconded the motion. The motion carried.

Susan moved that the Library holiday schedule be altered to keep the Library open for normal hours on the day prior to Juneteenth. Patricia seconded the motion. The motion carried.

Donation jars

Jack shared that the Library had received two donation jar requests.

1. Vaughn-Trent requested that the Library put out a donation jar for the duration of their Christmas Basket drive. The Library is also a collection site for boxes of cornbread mix and jars of gravy. Jack requested that the Board approve this.

2. Luke Carr from USD 204 requested a donation jar stating:

"each year I host a gift drive/monetary donation box for the holiday season and I reach out to local businesses to see if I could place a box at their location of establishment for patrons to donate as they wish with gift items/monetary donations to the drive that will soon be delivered to families in need around the KC area and to Children's Mercy Hospital. I was wanting to see if I could possibly place a box at the Bonner Springs City Library for this year's drive?"

Jack said that he was concerned about these requests for several reasons: dueling donation jars, over-asking patrons for donations, and he was unclear as to whether or not the proceeds from Carr's jar would be managed by the school. Jack was reluctant to establish a precedent of channeling donations through individuals.

Jack recommended that the Board approve the collection of donations for Vaughn-Trent through the duration of their Christmas Basket Drive and consider approving Carr's donation box after the Christmas season if it could be determined that any donations received were going through an organization rather than being handled by an individual.

Claudia moved that the Board approve only the donation jar request from Vaughn-Trent. Patricia seconded the motion. The motion carried.

Christmas party

Jack said that in the past, the Board has approved a Christmas party for staff. The staff is currently planning an after-work outing to a restaurant in January 2025. He reminded the Board that last year they had also purchased pullovers for staff. Jack asked if the Board would like to approve another Christmas party this year, along with the purchase of pullovers for the new staff members.

Hortencia moved that the Board approve a Christmas outing for staff in January 2025 and the purchase of two pullovers for new staff members. Susan seconded the motion. The motion carried.

Elevator maintenance contract

Jack reported that Schindler Elevators & Escalators in Kansas City is offering a 3% discount if the Library extended the existing maintenance contract for 3 years, a 5% discount for 5 years, or a 7% discount for 7 years.

Jack said that in the past he has tried and failed to get out of a contract with Schindler so that he could solicit other bids. The cost has increased from \$2,233 a decade ago to \$4,231 today, including large increases (10.1% and 18.7%) during the recent inflation years. On average it goes up 5% a year excluding those two years.

Claudia suggested that the Board go with a three-year extension to the existing elevator maintenance contract with Schindler. Tom suggested that the Library not lock in with a contract that included the maximum percentage increase.

Adjourn

The meeting adjourned at 6:14 p.m.

Respectfully submitted,

Laura T. Carroll