

Eudora Community Library

Board Meeting Agenda

January 16, 2024

630 PM

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1. Call Meeting to Order

2. Reports

- A. Minutes from December Board Meeting
- B. Financial Reports
- C. Director's Report(s)

3. Old Business

- A. Carol provide update related to small committee development.
- B. Strategic Plan Update.

4. New Business

- A. Discussion of meeting with MarLan and Studio One on January 10, 2024 (Carol-Kenny-Amy)
- B. Board discussion related to "A" – how to proceed with planning/communication with MarLan and Studio One.
- C. Discussion related to moving forward with Bond Counsel & Financial Advisor

Note: During last bond process the below listed entities were used:

- 1. Bond Counsel – Gilmore Bell
- 2. Financial Advisor – Baker Tilly

5. Other discussions as needed

Adjournment

ECPL Minutes, January 16, 2024

Board Members Present: Kenny Massey, Amy Jankowski, Mike Keltner, Eric Magette

Others Present: Carol Wolford (Director), Laura Smith (Community Navigator), Ken Filardo (Citizen), Sara Maloney (Eudora Times), Rynn Drummond (Eudora Times)

1. Kenny Massey called the meeting to order at 6:30

2. Reports

A. Motion to approve the minutes from the December 2023 regular board meeting was made by Kenney Massey and seconded by Amy Jankowski. Motion passes 4-0.

B. Discussion was had regarding the year-end financial statements. Approval of the treasurer's report was tabled pending the answers to some accounting questions.

C. Carol Wolford gave the Director's report. Motion to approve the Director's report was made by Mike Keltner and seconded by Kenney Massey. Motion passes 4-0.

3. Old Business:

A. Carol gave an update on the progress of forming committees to work on the new library. There will be a total of 5 committees and she would like a board member to be a part of each one.

B. Carol updated the board on the library's strategic plan. She will send a final copy to board members for review once its completed.

4. New Business:

A. Kenny and Amy briefed the board regarding a meeting that was held with the library's design-build team on January 10. The design-build team would like some guidance on the parameters for a new library design, including cost, square footage, and room to increase the collection size.

B. It was agreed that the library director and board president will be the primary contact points between the board and the design-build team. Additionally, Kenny will reach out to Mike Press for advice on whether we need to retain a project manager.

C. It was decided that the board would like to retain the same bond council and financial advisor that was used for the last election. Eric will reach out to Gilmore Bell (counsel), and BakerTilly (financial advisors) to see if they are interested in continuing to work with the ECPL.

5. Other Items

A. The board heard comments from patron Ken Filardo.

B. Laura Smith updated the board on her work as Community Navigator.

6. Kenny adjourned the meeting at 7:52

Find out what 200 BEAN, Inc. is for in financials & send to Bd.

Eudora Community Library

February 20th, 2024, Board Meeting

6:30 PM

Send Shirese to Kenny

Call Meeting to Order

Reports:

- Minutes from January Meeting
- Financial Reports
- Director's Report

Old Business:

• Township appointees, Amy, Jim

- Update on Roof Repair Bid
- Carol provide information as to the 30% increase of the "collection" for the new library
- Information shared with MarLan & Studio One to start a rejuvenated design process. **Please understand this is just a starting point.....**

New Business:

• ~~Cygo~~

- Update regarding MarLan & Studio One process.
- **Update regarding meeting with Meeting with Laura Lewis on 2-15**
- A. Vote Yes Committee – During the bond election, the library must adhere to providing information about the proposed bond issue and its election. They **cannot** advocate for a "YES" vote and library funds may only be used related to providing information surrounding the bond election. *- Laura Lewis will chair*
- B. Public Relations Committee – Identify opportunities to present to the public why they should support the bond. Patron Engagement – Speakers
- C. Building Committee – Group of 6-10 individuals representing our voting patrons (City & Township). These members will provide input/opinions as the design process evolves. *- me*
- D. Voter Participation Committee – Identify key groups who will support the bond election and encourage vote registration and participation. Eliminate "VOTER APATHY."
- A key component of the upcoming bond election will be to provide "accurate" and "timely" information related to any "mill rate increase." Financial Advisory Firm will be able to provide this.
- Capital Campaign Fund with DCCF (Chip Blaser) – Balance \$425,000 with continued fund collection. How will these funds be spent?
- Election Time-Line via County Clerk/County Election Office (have some preliminary information – waiting to receive more details from County Clerk).

Laura Smith

3-4 yrs. before

Additional agenda items may be added at the meeting.

Nov. 2025 election
City Commission
& School Bd. elections

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Wednesday, February 20, 2024**

Board Members Present: Tim Pringle, Mike Keltner, Amy Jankowski, Eric Magette and Kenney Massey

Others Present: Carol Wolford, Ryn Drummond, Jolene Cullen and _____(Phillip Born)

Kenny Massey called the meeting to order at 6:26 p.m.

The minutes of the January 24, 2024 meeting was discussed. A motion to approve the minutes was made by Eric Magette. Mike Keltner seconded the motion. The motion was approved unanimously. The financial report was discussed. A question was asked about an expense incurred for ZOOBEAM, Inc. Carol advised she would follow up to clarify what this expense was for. A motion was made by Kenny Massey to transfer 10% of the operating budget over to capital improvement. Tim Pringle seconded the motion. The motion passed unanimously. Kenny Massey made a motion to approve the financial report. Tim Pringle seconded the motion. The motion passed unanimously. Carol Wolford discussed the director's report. A motion to approve the Director's report was made by Tim Pringle. Eric Magette seconded the motion. The motion passed unanimously.

Old Business:

Update on Roof repair: The roofing repair bid from Schwickert's was discussed. The roofing repair bid amount was contingent on the library paying an annual maintenance fee. Tim Pringle indicated he would look at the proposed contract and advise the board. The board requested that additional bids from other roofing repair contractors be obtained. No further action was taken.

Library Collection Increase: Carol Wolford advised if a new library of approximately 10,000 square feet, was built, the library's collection would increase by approximately 33.33 percent. This estimate is based on the library's current size of 2,800 square feet and current collection of 15,000 items. Assuming there was an increase in shelving to service a population of approximately 8,000 population, the library's future collection would be approximately 20,000.

Bonding of the Board Treasurer: Discussion was had regarding the status of bonding the Treasurer's position. No action had been taken. Carol was instructed to inquire about obtaining a bond for the Treasurer's position.

MarLan and Studio One Design Process: MarLan and Studio One are requesting information regarding the size of a proposed new library. Based on an anticipated timeline of 20 months, a design team is to be formed to scale down the square footage of the current new library plans along with reducing glass and the front lobby area. Hopefully, a new building design can be developed with the ability to add on in the future in anticipation of future growth of the Eudora Township population.

New Business:

Marlan and Studio One Process: There is no update on any dealings with Marlan and Studio One.

Meeting with Laura Lewis: Kenny Massey met with Laura Lewis regarding her willingness to be involved in the future new library bond issue. She has indicated her willingness to do so.

Committees: Discussion was had regarding organizing a Vote Yes Committee, a Public Relations Committee, a Building Committee and a Voter Participation Committee in preparation for a future bond election.

Capital Campaign Fund: There is currently approximately \$425,000.00 in the capital campaign account. With potential additional contributions it is estimated the capital campaign account could be increased to \$550,000.00.

Election Timeline: The election timeline was discussed for a future bond election. The target time period will be November 2025.

Appointment of Director's: Kenny Massey stated he would approach the City of Eudora and the Eudora Township about reappointing Mike Keltner and Tim Pringle as library board directors.

New Library Building Bond and Financial Counsel: Former bond counsel and financial counsel are willing to proceed. Mike Press is also available if needed. No further action was taken.

Director and Trustee Training: NEKLS will be providing Director and Trustee training online on Saturday, June 1, 2024 between 10:00 a.m. and 11:30 a.m.

Organization Wellsville: The library has been contacted by Organization Wellsville to use library property to set up a tent on March 30 through 31, 2024 for an organized coyote hunt for which the proceeds go to charity. Tim Pringle motioned that this organization be allowed to use the library's property to set up a tent on March 30, 2024 and March 31, 2024 provided no firearms were allowed on the property, no alcohol is allowed on the property, no political signage or advertising is allowed and that proof of insurance coverage is provided. Eric Magette seconded the motion. The motion passed unanimously.

Next Board Meeting: The next board meeting will March 16, 2024, at 6:30 p.m.

Meeting adjourned at 7:09 p.m.

Eudora Community Library
March 19, 2024, 6:30 PM
Meeting Agenda

Call meeting to order.

Board Reports
Financial Reports
Minutes from the February Meeting

Old Business:

- 1) Update on Roofing Repair (Carol). *They said, as early as the end of last week when I e-mailed them on Wed.*
- 2) Update on filling the open position (Carol).
- 3) Director's Evaluation completed by the April Meeting.
- 4) Tim Pringle's reappointment to the board is complete.
- 5) Mike Keltner's reappointment to the board is complete.

We have closed app process & now will schedule interviews for this Thurs.

*• Tech Plan
• Update on bonding*

New Business:

- 1) Formation of Building Committee (Laura Lewis recommends 6-10 individuals)
 - a. Start gathering names for BC
- 2) Discussion related to the "draft" floor plan provided by MarLan & Studio One
 - a. Recommendations/Comments/Questions back to MarLan & Studio One
 - b. Next steps in communicating with MarLan & Studio One? Amy to take the lead?
- 3) Formation of "Focus Groups"
 - a. # of invitees?
 - b. # of meetings?
 - c. Location of meetings?
 - d. Facilitator for Focus Group Meetings? (I have communicated with a staff member from DCCCA who is willing to facilitate)

Note: The focus group concept came from a conversation I had with Eric. This concept would be organized similarly to what the school district put into place before their bond election.

Additional agenda items added as needed

Send out hand-drawn names for Bldg. Committee

Jim Gabriel

Can elected officials receive on blog comm.

4-7 9-noon speciality drawings

File in March

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Wednesday, March 19, 2024**

Board Members Present: Tim Pringle, Mike Keltner, Amy Jankowski and Eric Magette

Others Present: Carol Wolford, Ryn Drummond and Laura Smith

Kenny Massey called the meeting to order at 6:26 p.m.

The minutes of the February 20, 2024 meeting was discussed. A question was asked about the proper name of Jolene Cullen's husband's name who had attended the meeting so his name could be included in the minutes. A motion to approve the minutes was made by Amy Jankowski. Mike Keltner seconded the motion. The motion was approved unanimously.

The financial report was discussed. A question was asked about whether the monies approved for transfer to capital improvement has occurred. Carol Wolford indicated she was not sure and would follow up with Kenny Massey. Tim Pringle made a motion to approve the financial report. Eric Magette seconded the motion. The motion passed unanimously.

Carol Wolford discussed the director's report. A roofing contract had been signed with repairs to begin shortly. The State Librarian will be stopping by the library on April 9, 2024. Laura Smith advised that there will be a Health and Resource Fair with 52 vendors on March 31, 2024 at the West Resource Center to alert and educate people in the community about the various resources available to them. A motion to approve the Director's report was made by Amy Jankowski. Tim Pringle seconded the motion. The motion passed unanimously.

Old Business:

Update on Roof repair: A roofing contract has been signed with Alpha Roofing and work should begin shortly.

Update on filling the open library position: Carol advised that she would be interviewing three prospects this week.

Director's Evaluation: Discussion was had regarding each board member completing the director's evaluation by the April board meeting.

Reappointment to the Board: The City of Eudora has reappointed Mike Keltner to the library Board. The Eudora Township has reappointed Tim Pringle the library Board.

Bonding of the Board Treasurer: Discussion was had regarding the status of bonding the Treasurer's position. Amy Jankowski advised she learned that if we bond the position rather than an individual, we cannot obtain a bond in the amount of \$10,000.00. The bond amount must be \$9,000.00 or less.

New Business:

Technology Plan: The Technology plan was discussed. Carol Wolford advised that laptops were no longer being allowed to be checked out of the library due to the loss of many laptops. The Technology plan is to replace 5 laptops per year. Discussion was had that the scanners referenced in the Technology plan were scanners for checking out books and used to keep track of books on the library shelves.

Formation of Building Committee: Carol Wolford will provide the Board members with a draft list of potential candidates who may be willing to serve on a building committee. The Board members are to review and make recommendations.

Draft Floor Plan: Discussion was had regarding a very rough draft of a new library building floor plan. Carol Wolford indicated she would discuss the draft with library personnel. There was concern about the amount of storage space indicated. Tim Pringle indicated a proposed library building design should be a starting point for the building committee.

Focus Groups: Discussion was had regarding the purpose of focus groups and how they could operate. No further discussion was had regarding the formation of focus groups.

Next Board Meeting: The next board meeting will April 16, 2024, at 6:30 p.m.

Meeting adjourned at 7:27 p.m.

Eudora Community Library
April 16th, 2024
Board Meeting

Call meeting to order.

Board Reports

Financial Reports

Minutes from the February Meeting ?

Old Business:

- X¹) Update on Roofing Repair (Carol) Any leaks after the most recent rain?
- 2) Update on filling the open position (Carol) Dalton Torneden (Asst. Dir @ Linwood)
- 3) Carol will provide information related to her scheduled meetings with Chamber & Senior Foundation - speech, May 10(1-3)

New Business:

- 1) Discussion related to the "draft" floor plan provided by MarLan & Studio One
- 2) Mowing of the Green area to the south of the gravel parking area on the new library site
 - A. Amy & Kenny will provide information related latest meeting with MarLan and Studio One. The meeting took place on 4-3-24
 - B. Kenny will provide updated information on conversations with Ben Hart (Baker Tilly) & Kevin Wempe (Gilmore Bell)

Executive Session: Director Evaluation Discussion

Agenda may be amended if new items present themselves

There are some people who want work from home

- pass payments request for questions

show Lestrann's note

Has not yet been billed.

helpful possible questions Oct. 8, 8:30-9:30

Bond Issue Nov. 2025

★ Plush - get ahead of Gary to mow across the street.

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, April 16, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner and Amy Jankowski

Others Present: Carol Wolford and Ryn Drummond

Kenny Massey called the meeting to order at 6:28 p.m.

The minutes of the March 19, 2024 meeting was discussed. A motion to approve the minutes was made by Amy Jankowski. Mike Keltner seconded the motion. The motion was approved unanimously.

The financial report was not available and will be discussed at the next board meeting.

Carol Wolford discussed the director's report. She advised that she attended the Chamber of Commerce meeting at the Eudora Lodge, but the Panasonic representative who was scheduled to speak was unavailable due to health reasons. She advised the library hired Dalton Tordenedon. She discussed her meetings with Laura Smith. Discussion was had regarding her participation in assisting the Eudora fire chief with the fire department's strategic plan. Carol advised that she was asked to give a conference on the libraries strategic plan. She advised that the library hosted Mike McDonald of NEKLS, and Ray Walling, the Kansas State Librarian. She discussed the Page to Picture program provided by the library. She advised that all the solar eclipse glassed in the libraries possession were given to patrons. She further advised that the adult reading program competition ended March 31, 2024. A motion to approve the Director's report was made by Kenney Massey. Tim Pringle seconded the motion. The motion passed unanimously.

Old Business:

Update on Roof repair: The roofing repair has been completed. There was one leak after the repairs were made and the roofing contractor was contacted and made the additional repairs.

Update on filling the open library position: Carol advised that the library has filled the position.

Meeting with Chamber and Senior Foundation: Discussion was had regarding Carol Wolford speaking to the Chamber and the Senior Foundation regarding the library's strategic plan.

Bonding of the Board Treasurer: Discussion was had regarding the status of bonding the Treasurer's position. Amy Jankowski has completed the paper work and will be providing it to the insurance agency in order to obtain a bond. It was also discussed that the current business owner liability policy proved insurance coverage for the directors and the library for most type of claims

New Business:

Meeting with MarLan and Studio One: Kenney Massey and Amy Jankowski met with MarLan and Studio One. They were advised not to form any committees or focus groups until a bond election was closer in time. The rough draft building plan and the proposed position of the

building would allow for future expansion if needed. It was also discussed that a one story building would be easier than a two story building to build.

Meeting with Baker Tilley and Gilmore Bell: Kenney Massey has spoken to both Baker Tilley and Gilmore Bell and both companies are willing to participate in a future bond matter.

Executive Session: The board went into executive session to discuss a personnel matter.

Next Board Meeting: The next board meeting will May 21, 2024, at 6:30 p.m.

Meeting adjourned at 7:52 p.m.

Eudora Community Library
Monthly Board Meeting Agenda

May 21st, 2024 @ 630 PM

Call Meeting to order

- Minutes from April Meeting
- Financial document approval
- Director's Report(s)

New Business

- Updated information from Leahann Snow/Spruce Corporation
 - a. New Secure Messaging service (Verifyle.com)
 - b. Information in Liscio is available until 11-30-24 then purged.
 - c. Follow directions in email from Verifyle
 - d. Board reports loaded to Verifyle on 5-15-2024 covering year-to-date to last month financial information.

Old Business:

- Update on bonding of Treasurer
-

Executive Session including Carol:

- Personnel

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, May 21, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner and Eric Magette

Others Present: Carol Wolford

Kenny Massey called the meeting to order at 7:30 p.m.

The minutes of the April 16, 2024 meeting were discussed. A motion to approve the minutes was made by Kenny Massey. Eric Magette seconded the motion. The motion was approved unanimously.

The financial report for the period of time from January 1, 2024 through April 19, 2024 was discussed. A motion to approve the financial report was made by Eric Magette. Tim Pringle seconded the motion. The motion was approved unanimously.

Carol Wolford discussed the director's report. A motion to approve the Director's report was made by Tim Pringle. Kenny Massey seconded the motion. The motion passed unanimously.

Old Business:

Bonding of the Board Treasurer: Discussion was had regarding the status of bonding the Treasurer's position. Integrity Insurance has located an insurance company that will bond the position of Treasurer. Amy Jankowski will be completing the paper work and will be providing it to the insurance agency in order to obtain a bond.

New Business:

Social Media Policies: Discussion was had regarding the library's social media. A Social Media Policy was proposed and discussed. A motion to approve the proposed Social Media Policy was made by Eric Magette. Mike Keltner seconded the motion. The motion passed unanimously.

New Secure Messaging Service regarding financial information: The library's accountant has switched her messaging service from Liscio to Verifyle. Prior financial information contained by Liscio will be available until November 30, 2024.

Executive Session: A resolution was made to go into executive session, a copy of which is attached hereto. The board went into executive session at 7:45 p.m. to discuss a personnel matter. The executive session ended at 8:15 p.m.

Next Board Meeting: The next board meeting will June 18, 2024, at 6:30 p.m.

Meeting adjourned at 8:15 p.m.

Eudora Community Library

Executive Session

5-21-2024

I move the Eudora Community Library Board recess to executive session at 7:45 PM to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, K.S.A. 75-4319 (b)(1). Library Director Carol Wohlford will be included in the executive session. The open meeting will resume in the library at 8:15 pm.

Board Member Present:

Tim Duzan 9/8
Kenny Massey
M.A. Kibner
Eric Magette

Carol Wohlford Library Director

Eudora Community Library
June 18th, 2024
Board Meeting

630 PM Call meeting to order.

Director Reports
Financial Statements
Minutes from the May Meeting

Old Business:

- 1) Update on filling the open janitorial position (Carol)

New Business:

- 1) Quarterly Director's Report (Kenny & Carol)
- 2) Future Director Reports
- 3) Budget Process updates (Carol)

The agenda will be amended as needed

Library Board Meeting 6/18/24

Present: Kenny Massey, Mike Keltner, Amy Jankowski, Eric Magette, Carol Wolford, Rynn Drummond (Eudora Times), Laura Smith

Call to order at 6:30 by Kenny Massey

Director's Report:

Written copies were shared with board members, Carol highlighted several items including the beginning of summer reading activities.

Financial Report: Discussion was had regarding the monthly financial report.

Minutes from May meeting: There were no additions or corrections.

Motion to approve all reports by Eric, 2nd by Mike. Unanimous

1. Carol has hired a new janitorial staff member.

New Business:

-Board was presented with a draft response to the director's evaluation. It was decided that the director would provide quarterly reports as opposed to monthly reports.

-Budget: Deadline to notify the county of intent to exceed RNR is July 3. Consensus was that we will likely need to exceed RNR. RNR hearing and Budget hearing and approval will take place during the regular August meeting.

-Discussion was had regarding the first draft of the 2025 budget. No action was taken but Carol has asked for feedback regarding individual line items and the total budget amount.

Laura Smith gave an update on her activities as community navigator.

Insurance bonding: Amy gave an update on her research regarding the bonding of the treasurer position.

Adjourn 7:17

Eudora Community Library
July 16th, 2024
Board Meeting

630 PM Call meeting to order.

Director Reports - *Tana is updating the Emergency Policy Manual*
Financial Statements
Minutes from the June Meeting

New Business:

- 1) Budget Process Discussion (Carol)
- 2) Children's Internet Protection Act - Approval
- 3) Bonding of Treasurer's Position (Amy)

The agenda will be amended as needed.

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, July 16, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner, Amy Jankowski and Eric Magette

Others Present: Carol Wolford and Sarah (Eudora Times)

Kenny Massey called the meeting to order at 6:30 p.m.

The minutes of the June 18, 2024 meeting were discussed. The Financial Report was discussed. The Director's report was discussed. A motion to approve the minutes, the Financial report and the Director's report was made by Eric Magette. Mike Keltner seconded the motion. The motion was approved unanimously.

Old Business:

Childrens Internet

Bonding of the Board Treasurer: Discussion was had regarding the status of bonding the Treasurer's position. Amy Jankowski was able to find a company to bond the treasurer's position for \$977.50 for a four (4) year period. A motion was made by Mike Keltner to authorize Amy Jankowski to finalize the bonding of the Treasurer's position. Amy Jankowski seconded the motion. The motion was approved unanimously.

New Business:

Social Media Policies: Discussion was had regarding the library's social media. A Social Media Policy was proposed and discussed. A motion to approve the proposed Social Media Policy was made by Eric Magette. Mike Keltner seconded the motion. The motion passed unanimously.

New Secure Messaging Service regarding financial information: The library's accountant has switched her messaging service from Liscio to Verifyle. Prior financial information contained by Liscio will be available until November 30, 2024.

Executive Session: A resolution was made to go into executive session, a copy of which is attached hereto. The board went into executive session at 7:45 p.m. to discuss a personnel matter. The executive session ended at 8:15 p.m.

Next Board Meeting: The next board meeting will June 18, 2024, at 6:30 p.m.

Meeting adjourned at 8:15 p.m.

Eudora Community Library

August 20, 2024

Board Meeting

630 PM

630 PM Call Meeting to order

- Revenue Neutral Rate Hearing
- Approve 2025 Budget

Regular Meeting

- Director's Reports
- Financial Statements
- Minutes from the July Meeting

Old Business

- Status of Treasurer Bonding (Amy)

New Business

- Meeting with Laura Lewis regarding Trivia Night
- KVB Signatures
- Data Breach involving an outside organization
- Potential Update on Audit (Amy)

*have Michael
go with me to Maran's
office*

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, August 20, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner and Amy Jankowski

Others Present: Carol Wolford, Ryn Drummond and Laura Smith

Kenny Massey called the meeting to order at 6:30 p.m.

Revenue Neutral Rate Hearing: Kenny Massey quoted the language of Resolution 2024-1. The board discussed the revenue neutral rate of 3.174 and the proposed mil levy of 3.190. It was discussed the proposed mil levy was actually lower than the current mil levy rate. It was noted that no other persons were present other than the parties listed above.

The 2025 Budget was discussed. Carol Wolford advised the board that she was satisfied with the proposed 2025 Budget. Mike Keltner noted that there was a proposed cut in the collection development budget of 40%. Carol Wolford advised that the proposed cut was due to lack of space. Tim Pringle made a motion to adopt the proposed 2025 Budget. Amy Jankowski seconded the motion. The motion passed unanimously.

Regular Meeting:

The minutes of the July 16, 2024 meeting were discussed. The Financial Report was discussed. Carol Wolford noted that the utility expenses were higher than anticipated. The Director's report was discussed. Carol Wolford advised that the Director's report would be quarterly starting September 2024. A motion to approve the minutes, the financial report and the Director's report was made by Amy Jankowski. Mike Keltner seconded the motion. The motion was approved unanimously.

Old Business:

Bonding of the Board Treasurer: Amy Jankowski advised that a bond has been obtained for the Treasurer and is in place.

New Business:

Trivia Night: Kenny Massey had met with Laura Lewis who has advised that there will be no Trivia Night this year. It will be restarted when the library comes closer to a bond election.

Kaw Valley Bank Signatures: There was some confusion at the bank regarding the need for Board member's signatures in order to sign checks. The matter was addressed and board members do not need to go by the bank to sign a new signature card.

Data Breach: The library was informed by an outside source of a data breach which occurred in the outside source, but that it did not appear that the library would be adversely affected.

Audit: Amy Jankowski discussed the status of the current audit being performed by SSC Advisors Inc.

Laura Smith: Laura Smith advised the board of a new 2024 Eudora Resource Guide has been prepared and is available. She also advised that Engage Douglas County was hosting a Health Services Day on September 21, 2024 from 9:00 a.m. to 12:00 p.m. Free visions checks would be available. Vaccinations may also be available.

Next Board Meeting: The next board meeting will September 17, 2024, at 6:30 p.m.

Meeting adjourned at 6.59 p.m.

Eudora Community Library

Board Meeting

9-17-2024

630 PM call meeting to order

- Approve Minutes of August Board Meeting
- Approve Financial Report(s)
- Director's Comments – Reports

New Business

- SSC Audit Discussion (Amy)
 - a. Decision needs to be made as to how to proceed
 - b. Decision needs to be made regarding the letter of support

Old Business

- Will be added as needed

merged w/:
 - Health Care
 - Dr. City Dental Clinic
 - Gonda Pediatrics

*Primer City Pharmacy
 Ribbon Cutting
 7/6th*

September 20 24

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, September 17, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner and Amy Jankowski

Others Present: Carol Wolford, Julie Branstrom and Laura Smith

Kenny Massey called the meeting to order at 6:30 p.m.

Regular Meeting:

The minutes of the August 20, 2024 meeting were discussed. A motion to approve the minutes was made by Mike Keltner and seconded by Amy Jankowski. The motion was approved unanimously. The Financial Report was discussed. A motion to approve the financial report was made by Kenny Massey and seconded by Amy Jankowski. The motion was approved unanimously. The Director's report was discussed. A motion to approve the Director's report was made by Kenny Massey. Tim Pringle seconded the motion. The motion was approved unanimously.

Old Business: None

New Business:

Heartland Health Center: A presentation was made by Julie Branstrom of Heart Health Center. According to Julie Branstrom, Heartland Health Center is a nonprofit entity and the purpose of Heartland Health Center is to provide medical, dental and behavioral health care to the underserved population. She advised that Heartland Health Center was applying for a Federal location grant which would allow it to open a location in Eudora, Kansas, and was requesting Eudora Community Library support. After discussing the request, a motion was made by Tim Pringle that the Eudora Community Library write a letter supporting Heartland Health Center's federal grant application which was seconded by Mike Keltner. The motion was approved by a vote of three board members in support and one board member abstaining.

SSC Audit Discussion: Amy Jankowski discussed her actions in starting the process of obtaining an audit. She advised that SSC Advisors, Inc. in Lawrence Kansas did perform audits and would agree to conduct an audit of the Eudora Community Library accounts per the terms of a letter dated September 9, 2024. A discussion was had among the board regarding the terms of the letter and the need for an audit. Amy Jankowski motioned to retain SSC Advisors, Inc to conduct an audit pursuant to the terms set forth in the September 9, 2024 letter. Tim Pringle seconded the motion. The motion was approved unanimously.

Next Board Meeting: The next board meeting will October 15, 2024, at 6:30 p.m.

Meeting adjourned at 7:09 p.m.

October 2024

Eudora Community Library

Meeting October 15, 2024

6:30 PM

Agenda

Board Reports

Minutes from September Meeting

Director's Communication

Financial Report(s)

Q3 Report
- add FE

Final Quarterly Report to DEKS
Order NEXUS

New Business

- Landscaping discussion: Tree on East side of property has dead tree limbs hanging onto sidewalk, bush & small trees covering south window and limits the availability of an electrical plug in. Request information to contact local person to trim tree and remove bush & small trees. Also, would ask person to remove sign standard on South side of building.
- Update on audit process (Carol & Amy)
- Discussion for setting up a "special meeting" to discuss next steps on new library process. When? What? If? Will need available dates and times.

Old Business:

Items will be added as needed

Put agenda of minutes, Director's Report, Financials out on website, tab for trustees
Board packets + Q3 Report
after each meeting
Loop @ Lauralyn Drop down
2023 minutes
Tell Obachmann
Cheryl
Kenneth
each minutes

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, October 15, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner and Amy Jankowski

Others Present: Carol Wolford and Ryn Drummond

Kenny Massey called the meeting to order at 6:30 p.m.

Regular Meeting:

The minutes of the September 17, 2024 meeting were discussed. A motion to approve the minutes was made by Amy Jankowski and seconded by Kenny Massey. The motion was approved unanimously. The Financial Report and Director's report were discussed. A motion to approve the financial report and Director's report was made by Amy Jankowski and seconded by Mike Keltner. The motion was approved unanimously.

Old Business: None

New Business:

Posting Quarterly Reports, Financial Reports and Approved Minutes: Discussion was had about posting Quarterly Reports, Financial Reports and Approved Minutes on the library's website. A motion to post the Quarterly Reports, Financial Reports and Minutes on the library's website was made by Amy Jankowski. Tim Pringle seconded the motion. The motion passed unanimously.

Feeding Eudora: Discussion was had about the expansion of Feeding Eudora. The City of Eudora had volunteered to sponsor the next Feeding Eudora, but was not ready to do so. The Library has agreed to sponsor the same. Aaron Thacker has indicated he will provide blowups.

Landscaping: Kenny Massey indicated that the tree along Elm Street needs to be trimmed as well as the bushes and trees along the south window. The sign standard also should be removed. A consensus of the board is the bids for tree and bush trimming should be obtained and addressed at the next board meeting.

Audit: Information requested by the auditors have been provided by the libraries accountant, as well as, the minutes of the 2023 board meetings. Insurance information has also been provided.

New Library: The need for a special meeting to start having discussions when and how to move forward on a new library was discussed. Kenny Massey indicated he would determine some dates and advise the other board members to determine their availability.

On-Line Book Sales: Discussion was had regarding a proposal to have on-line book sales of old library books. No action was taken.

Government Grants: Discussion was had on seeking government grants. No further action was taken.

Next Board Meeting: The next board meeting will November 19, 2024, at 6:30 p.m.

Meeting adjourned at 6:57 p.m.

Eudora Community Library
Agenda – November 19th, 2024

630 PM

630 PM Call meeting to order

- Director's Reports
- Financial Report
- Approve minutes from October Meeting

New Business:

- Agenda & Minutes to Website
- Signing of Minutes – Process
- Document Storage – retention of Minutes and Agendas Electronically
- Approval of Credit Card Policy (Carol)
- Staff Illness Policy Discussion (Carol)
- Official Depository Discussion (Carol)
- Bid discussion regarding the trimming of bushes and tree removal (Kenny)
- Discussion related to scope of work on library roof (Carol)
- Board Discussion related to **pathway** forward with new library – solo effort or collaboration?

Agenda may be amended as needed.

For
Walton

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, November 19, 2024**

Board Members Present: Kenney Massey, Tim Pringle, Mike Keltner, Eric Magette and Amy Jankowski

Others Present: Carol Wolford, Laura Smith and Ryn Drummond

Kenny Massey called the meeting to order at 6:30 p.m.

Regular Meeting:

The minutes of the October 15, 2024 meeting were discussed. A motion to approve the minutes was made by Amy Jankowski and seconded by Kenny Massey. The motion was approved unanimously. The Financial Report was discussed. A motion was made by Eric Magette to approve the Financial Report and seconded by Tim Pringle. The motion was approved unanimously. The Director's report was discussed. A motion to approve the Director's report was made by Mike Keltner and seconded by Eric Magette. The motion was approved unanimously.

Old Business: None

New Business:

Agenda and Minutes: Discussion was had regarding whether the Agenda notes and the Minutes of the Board of Directors need to be signed by an officer or board member. It was decided that all future agenda notes and Minutes will be signed by a Board member. Discussion was also had on whether it is necessary that Director's reports and Quarterly reports need to be signed. After discussion, it was decided that NEKLS should be contacted and recommendation should be obtained on what other documents should be signed and what documents should be posted by the library on its website.

Credit Card Policy: Discussion was had on the library's credit card policy. A motion was made by Kenny Massey to approve the library's credit card policy, which was seconded by Tim Pringle. The motion was approved unanimously.

Staff Illness Policy: Discussion was had regarding the library's Staff Illness Policy. Amy Jankowski moved to approve the library's Staff Illness Policy which was seconded by Eric Magette. The motion was approved unanimously.

Official Depository Discussion: Discussion was had regarding the approving of and signing of a Declaration of Official Depository designating the Kaw Valley State Bank, Eudora, Kansas, to hold and manage the library's financial resources. Kenney Massey made a motion to approve the Kaw Valley Bank as the official depository for the Eudora library's financial resources, which was seconded by Tim Pringle. The motion passed unanimously.

Trimming Bushes and Tree Removal: Discussion was had regarding bushes covering the library's air conditioning compressor and need to trim the bushes and remove the tree next to Elm Street. Discussion was also had regarding the removal of the sign on library grounds. A bid of

approximately \$500.00 was made by Ronny Wyrick to trim the bushes, remove the tree and sign. Mike Keltner made a motion to approve the bid and have the bushes trimmed, and the tree and sign removed, which was seconded by Tim Pringle. The motion passed unanimously.

Library Roof: Carol Wolford advised that repairs have been made on the library roof and as of the date of the board meeting there have been no leaks. No further action was taken.

Audit: The library's accountant has requested a meeting with Carol Wolford and Amy Jankowski to discuss the current status of the audit which she anticipates will be completed by the end of the year. No further action was taken.

Laura Smith: Laura Smith submitted a report as to her current activities.

New Library: Discussion was had regarding the pathway forward for a new library building. The pros and cons of proceeding alone or in collaboration with the City of Eudora were discussed. The consensus of the board was that more information was needed and no further action was taken at this time.

Next Board Meeting: The next board meeting will January 21, 2025, at 6:30 p.m.

Meeting adjourned at 7:23 p.m.

Date

Board Member