

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting – December 17, 2024

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 17, 2024, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Pete Browne, President
Reid Day
Laura Dominik
Claudia Oñate Greim
Jonathan Kemper
Susan Kenney
Elizabeth Warwick
India Williams

MEMBERS NOT PRESENT: Michelle Smirnova

STAFF PRESENT: Abby Yellman, Chief Executive
Carrie Coogan, Deputy Director of Public Affairs and Community
Engagement
Trina Duncan, Diversity, Equity, and Inclusion Officer
Qun Fang, Senior Director of Finance / Chief Finance Officer
Crystal Faris, Deputy Director of Youth and Family Engagement
Sharla Harris, Administrative Officer
Joel Jones, Deputy Director of Library Services
Margaret Perkins-McGuinness, Deputy Director for Philanthropy
Heather Pedersen, Executive Assistant / Manager of Executive
Services
Kaite Stover, Director of Reader's Services
* Full list of staff in attendance available by request

Browne called the meeting to order at 4:38 p.m.

The Board Calendar for calendar year 2025 was affirmed as presented. (LBM 4731) A calendar invitation with the 2025 Board Meetings will be sent to all Trustees.

Motion by Dominik to approve the minutes of the November 19, 2024, Regular Board Meeting. Second by Kemper. Approved unanimously.

(Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

Dominik reported on December 3, 2024, Ad Hoc Committee on Bylaws Meeting. The Committee

is utilizing a shared document to track recommended changes to the Library's Bylaws and have finalized their suggested changes, which went out in the board packet for December's meeting and will be considered later in the meeting. Browne provided a report on the Building Oversight Committee meeting held on December 11, 2024, where they received updates from Jerry Houchins on any short-term projects that were part of the Facilities Assessments completed recently by Terracon and discussed the upcoming 2025 Comprehensive Facilities Plan being worked on by Abby Yellman and team. The notes from this meeting are in process and will go out to the full Board of Trustees in January's Board packet. There were no additional questions from the Board of Trustee members.

Request by Dominik to consider the Consent Agenda.

Motion by Dominik to consider items 5.1 and 5.2 separately.

Yellman introduced Qun Fang as the new Chief Finance Officer (CFO). Discussing the authorization of expenditures (LBM 4732), Yellman highlighted three items: expenditures for chairs and tables related to the Waldo refresh to ISOM Collective LLC for \$9,975.15, materials spending is up from last year, as well as the \$10,500 payment for Urban Libraries Council (ULC) membership. There were no questions about other expenditure authorizations.

Discussing the financial reports (LBM 4733), Yellman gave a brief overview of the financial statements. Current year property tax revenues will begin being received in mid-December and noted a \$1.4 million protest distribution from about five years ago. Overall, the Library is trending ahead in revenue comparative to the previous year and staff will continue to monitor the Jackson County property tax revenues throughout December and into January. Salary and benefits expenses are trending over budget due to timing and significant payouts related to retirements, and the Library is slightly above normal spending in library materials. General operating and building expenses are right at or slightly under spent due to variance in timing of when invoices are received and paid. Expenditures will continue to be monitored. There were no further questions on the financial reports.

Motion by Dominik to approve the Consent Agenda items before the Board. Second by Williams. Approved unanimously by the voting Board members, Oñate Greim recused herself from the vote for LBM 4732. The following items were approved as part of the Consent Agenda:

Move approval of the recommendation of the Chief Executive to authorize the following expenditures for November 2024: Payroll (11/14/24 net cash \$387,273 plus taxes \$134,432) and (11/27/24 net cash \$382,073 plus taxes \$132,828) in the total amount of \$1,036,606; General Expense Payments including Checks (#15417-15596) in the amount of \$1,102,000. (LBM 4732)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for November 2024. (LBM 4733)

Discussing the contract with Flynn Midwest LP (LBM 4734), Yellman highlighted there were four vendors considered; two of which were Minority Business Enterprise (MBE). Dominik noted the 20-year warranty on this system. There were no further questions.

Motion by Dominik to approve the recommendation of the Chief Executive to authorize to Contract with Flynn Midwest LP for Repairs and Waterproofing of the Roof at the Central Library. Second by Day. Approved unanimously. (LBM 4734)

Discussing the Appointment of the Library Representative to the Public School Retirement System (LBM 4735), Yellman announced while Siragusa will be retiring from the Library, Michael Murphy, Human Relations Manager, will serve as the Library Representative to the Public School Retirement System of the School District of Kansas City, Missouri and will be completing Siragusa's term until December 31, 2026.

Kemper recommended that the new Board of Trustees gain a clear understanding of the Library's liabilities and the extent of funding provided. Browne asked Yellman to incorporate this information as an Executive Summary in the Director's Report for an upcoming Library Board Meeting.

Motion by Dominik to approve the recommendation of the Chief Executive to authorize the Appointment of the Library Representative to the Public School Retirement System of the School District of Kansas City, Missouri. Second by Day. Approved unanimously. (LBM 4735)

Discussing the Proposed Revised Bylaws (LBM 4736), Yellman and Browne expressed gratitude to Dominik, Oñate Greim, and Kemper for their efforts in working on the Board's Bylaws Revisions. Dominik added that if there are any questions, email them to her so that changes can be made in a timely manner. The Proposed Revised Bylaws will be made available for public comment and placed on the Policy Calendar with Board consideration and approval scheduled for the January 2025 Regular Meeting of the Board.

Kemper requested an executive summary with the suggested changes noted and Dominik will provide this. There was mention of including bylaws review regularly every 5-7 years.

Motion by Dominik to approve the recommendation of the Chief Executive to Place Proposed Revised Bylaws on the Policy Calendar. Second by Day. Approved unanimously. (LBM 4736)

Discussing the contract with an Executive Search Firm to Assist with the Recruitment, Selection, and Hiring of an Assistant Director / Chief Operating Officer (LBM 4737), Yellman reported receiving numerous applications for the Chief Operating Officer (COO) and interviewing three final applicants with a large panel of library staff, but the search did not result in a successful hiring. Yellman requested proposals from three firms to assist with the recruitment process. Two firms were identified, but required additional follow-up before a final decision could be made on the contract. Yellman requested authorization from the Board for up to \$60,000 to be able to continue the search in a timely manner. Williams asked if the offers received exceeded the board threshold, and Yellman confirmed that two of the proposals had exceeded the \$50,000 threshold for Board approval.

Motion by Dominik to authorize the Chief Executive to Engage in the Selection of and Contract with an Executive Search Firm to Assist with the Recruitment, Selection, and Hiring of an Assistant Director / Chief Operating Officer with the total cost of the search process not to exceed \$60,000. Second by Warwick. Approved unanimously. (LBM 4737).

Discussing the Director's Report (LBM 4738), Yellman expressed gratitude to staff and Heather Pedersen for her efforts in completing the report and acknowledged the valuable feedback received from seventeen (17) staff members regarding the Employee Town Hall meeting held on November 20. Yellman thanked Browne for facilitating her presentation at Midtown KC, and Margaret Perkins-McGuinness and Amanda Quance for helping her engage incoming state senators and representatives and noted more intentional outreach to city council and others suggested by Board of Trustees members. Legislative Day in Jefferson City is February 4th and the Library will be in attendance. Browne thanked Williams, Kemper, and Day for fostering meaningful connections and encouraged the Trustees to share any additional contacts or connections with Yellman to support ongoing initiatives.

There was no old business for discussion.

Discussing New Business, Establishing an Ad Hoc Nominating Committee. Browne introduced the need to establish a Nominating Committee for the upcoming January elections for Board officers. Dominik noted that the Proposed Revised Bylaws to be voted on in January include a change to a 2-year term for officers rather than the current 1-year term with a 2-term limit per office; Kenney and Day offered to participate, and Browne appointed them to serve on the Nominating Committee.

Browne expressed appreciation to Pedersen for her dedicated service to the Library and her valuable support to the Board. Yellman also extended her gratitude, highlighting Pedersen's significant contributions and active involvement as part of the Kansas City Public Library.

Kemper asked about some changes to the Board calendar around the evaluation of the Chief Executive and goal setting for the Board and Chief Executive, and Browne and Yellman confirmed it was discussed.

Motion by Dominik to adjourn. Second by Williams. Approved unanimously.

The meeting was adjourned at 5:28 p.m.

Secretary

Date