

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting – November 18, 2025

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 18, 2025, at 4:30 p.m. at the Westport Branch, Meeting Room, 118 Westport Rd. Kansas City, Missouri.

MEMBERS PRESENT:

Claudia Oñate Greim
Laura Dominik
Susan Kenney
India Williams
Reid Day

MEMBERS NOT PRESENT:

Pete Browne, President
Elizabeth Warwick
Jonathan Kemper

STAFF PRESENT:

Abby Yellman, Chief Executive
Pritha Hariharan, Assistant Director / Chief Operating Officer
Qun Fang, Senior Director of Finance / Chief Finance Officer
Candice Butler-Titus, Executive Services Senior Manager
Joel Jones, Deputy Director for Library Services
Carrie Coogan, Deputy Director for Public Affairs and Community Engagement
Crystal Faris, Deputy Director of Youth and Family Engagement
Jami Hrenchir, Chief People Officer
Deontay Harris, Westport Branch Manager
Amanda Quance, Manager of Special Projects

* Full list of staff in attendance available by request

Oñate Greim called the meeting to order at 4:37 p.m.

Motion by Dominik to approve the minutes of October 21, 2025, Regular Board Meeting. Second, by Kenney. 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 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.

Request by Dominik to consider the Consent Agenda.

Motion by Dominik to consider items 3.1 and 3.2 separately and to discuss item 3.2 first.

In discussing the financial reports (LBM 4809), Fang noted that the Library has received close to \$563,000 in tax revenue, which is about \$100,000 less than the prior year, as expected due to the lower tax settlement. In other revenues, the Library has received \$807,000, which is about \$50,000 more than last year. Some accounts, such as room rental, have brought in more than \$15,000, and passport services revenue is about \$2,500 more than last year.

On the expenditure side, salaries and benefits totaled \$6.7 million (32%) which is about \$38,000 more than last year, but below the current year's budget. This is due to turnover and smaller payouts for retirees. Library materials expenditure was approximately \$1 million (37%). The digital database account has a spending of about \$248,000 (110%). This overage is due to the change in the timing of payments, which covers thirteen months, and is the reason it exceeds the budget. General operating expenses totaled \$2.1 million (40%), reflecting annual payments for insurance, professional fees, and IT software subscriptions. Building maintenance expenses were \$1.1 million (36%), including unexpected and unbudgeted repairs. Capital outlay expenditures were \$398,000 (30%). In total, expenditures to date are approximately \$11.4 million (34%).

Fang reported that gifts and grants revenue totaled \$1.25 million with \$461,000 in expenditures (43%). Parking garage revenue totaled \$155,000 (23%), with \$130,000 in expenditures (16%). Cash on hand at month's end totaled approximately \$31 million, including \$13.5 million in the UMB checking account, \$10.6 million in the UMB investment account, and \$6.7 million in the Swanson Fund and Greater Kansas City Community Foundation (GKCCF). Fang also highlighted four major grants: State Aid (\$82,803), Kauffman Book Fund (\$256,000), Helen Nelson Fund (\$60,000), and Writers for Readers donations (\$13,325).

In discussing (LBM 4809), Fang reported that there were no vendor payments to highlight during the period.

Motion by Dominik to approve the Consent Agenda items before the Board, Second by Day. Approved unanimously by the voting Board members, Oñate Greim abstained from the vote for LBM 4809.

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 October 2025: Payroll (10/2/25 net cash \$401,790 plus taxes \$142,179), (10/16/25 net cash \$392,844 plus taxes \$136,097), and (10/30/25 net cash \$414,803 plus taxes \$145,576) in the total amount of \$1,633,289; General Expenditure Payments including Checks (#17238-17328) and ACH in the amount of \$1,937,905. (LBM 4808)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for October 2025. (LBM 4809)

Discussing the adoption of revised personnel policies (LBM 4810), Yellman noted that the personnel policy was placed on the policy calendar for the 30-day review period, during which no questions were received from the Board. Dominik thanked Hrenchir and the team for their hard work in updating the policy.

Motion by Dominik to approve the recommendation of the Chief Executive to authorize the formal adoption of the proposed revised Personnel Policies Section 300 in accordance with Library Board Policy 002 as placed on the Policy Calendar in October 2025. Second by Day. Approved unanimously. (LBM 4810)

Yellman invited Matthew Kruntorád, Principal Architect with MSR Design, to present updates on the Library's comprehensive facilities plan. Kruntorád reviewed planning goals, stakeholder input, and current usage data, with a draft report expected next month.

Kruntorád outlined a proposed framework categorizing branches into four types (core, community, culture hub, and unique focus) to guide system-wide planning. Examples from other libraries illustrated innovative uses, including technology labs, business incubators, and children's learning centers. Branch maps highlighted system-wide planning to balance engagement, address service gaps, and differentiate offerings for maximum community impact.

Kruntorád presented a potential distribution center model to relocate a portion of branch collections to create additional space for programming. In response to questions from Dominik and Day, he clarified that materials would continue to circulate through existing hold and delivery systems, and that space studies are underway. Co-location with the Bluford Branch is under consideration; no recommendation has been made. Ongoing analysis will balance space needs while maintaining patron browsing access.

Yellman invited Deontay Harris, Westport Branch Manager, to present an overview of the Westport Branch. Harris reviewed the branch's history, current operations, and recent increases in visits, circulation, public computer use, and Wi-Fi sessions. He also highlighted key services, including passport processing, and community partnerships with local health organizations and schools.

Harris outlined major programming and community events and recognized branch staff for their work supporting services and programs.

In response to a question from Day regarding the new streetcar stop, Harris reported a noticeable increase in patron traffic and noted that improved access and visibility may be contributing factors.

In discussing the Director's Report (LBM 4811), Yellman invited Hariharan to provide updates on the strategic plan. Hariharan reported that the final collaborative staff workshop has been completed, and that Margaret Sullivan Studio is now in the drafting and refinement phase. A draft framework has been shared with the Board, with feedback requested by November 26.

Two timeline options for Board review were presented: a one-week review in January with presentation at the January board meeting, or a three-week review with presentation in February. The Board was asked to provide input on its preferred timeline. Hariharan noted that a one-month delay would not be critical. MSR will also conduct community engagement in January related to the facilities plan.

Hrenchir provided an update on the employee compensation study. CBIZ is assisting with standardizing job descriptions through staff-completed job analysis questionnaires. Once completed, HR will review the feedback to create updated job descriptions, followed by an external market analysis covering compensation and benefits. The study is expected to continue into February or March, with timing coordinated to avoid conflicts with the strategic plan presentation.

Hrenchir also reported on the rollout of teamwork agreements, developed in response to feedback from the organizational climate survey, which assessed pay satisfaction, mission alignment, work environment, safety, culture, communication, and collaboration. The agreements, adapted from DEI programming such as "Real Talk," provide a framework to strengthen communication, collaboration, and a learning culture post-COVID. Since the October 16 rollout, staff have applied the agreements in meetings to enhance engagement, and supervisors will continue to implement and evaluate their use. These agreements are complementary to, but separate from, the Library's strategic plan values.

Yellman provided a preview of the upcoming legislative event, noting positive responses from legislators and emphasizing the importance of the event while acknowledging it aligns with routine advocacy work. Yellman also shared a snapshot of organizational focus areas for 2026. The goals reflect areas of focus for both the organization and Yellman personally, excluding routine responsibilities already part of the role. A larger document detailing these priorities will be shared with the Board for transparency.

Lastly, Coogan briefly updated the Board on the Writers for Readers program and the initial stages of the garage banner project, noting that input will be sought from stakeholders as planning progresses.

There was no old business for discussion.

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Motion by Dominik to adjourn. Second by Oñate Greim. Approved unanimously.

The meeting adjourned at 6:03 p.m.

Secretary

Date