Present: In person - Jessica Buhrman, Zac Bates, Gil Bunning, Nancy Burns, Mayor Bryan Stirton, Not Present: Cathy Gordon, Nancy Martin, Connie Shippy

**Call to Order:** The informational meeting began at 6:22pm. Due to no quorum, informational meeting only. No meeting in March as members were gone/busy for spring break and other needs.

**Agenda:** No formal agenda used as not presented prior to meeting. Informational meeting only.

**Minutes:** FEB Informational Meeting Minutes were presented.

**Director's Report:** Directors Report for FEB/MAR given by Jessica Buhrman.

**Treasurer's Report / Budget Review:** Expense reports were presented.

**Correspondence:**  None

**Old Business: No business conducted/ Discussion Only.** Discussed current Library happenings, difficulties and programming plans. Discussed open board positons. Mayor Stirton asked if we had a waiting list, he was informed that we do not. We have been putting the word out for the needs for the open positons often. We had an open position since June that was filled by Nancy Burns this goes till 2024, we had another positon open in Nov which is still vacant and goes to 2025. As of this meeting Nancy Martin’s term ended and her 4yr positon is now open which goes to 2026. Cathy Gordon had one year left on her term but has made other obligations and will not return, her term goes to 2023 and is now open. We have one positon that counts for “out of town”. All other positions must have Horton addresses. Mayor Stirton and Zac Bates took Trustee applications with them.

Discussed Ex Oficio position: Per the letter send by our NEKLS system Director, the Ex Oficio position (Mayor) is a position earned by elected position with the city, it has all rights of any other trustee/board member. The rights of a board member are to attend meetings regularly, do two hours of continuing education each year, and to vote at meetings on any needs with policy, payroll, and all other business conducted. This is a state statute and every library in Kansas must follow this law. Our NEKLS lawyer, NEKLS Director, and NEKLS Consultants have worked hard with the state to try to find a way to work with this statute or if a resolution could be made to “remove” the Ex Oficio position. Because of this position it adds and “8th” member to our board of 7, which makes our quorum requirement 5.

Jessica Buhrman informed the board of issues with insurance. She is meeting with Stuart at Maximum hoping to go over the linebacker and other facility insurance (EMC) to try to get the monthly premiums down. They went up $100 last year and $60 this year. The bigger issue is that Jessica received a compliance letter from the Kansas Dept of Labor. They were unable to confirm worker’s compensation insurance. After much continued discussion with Stuart at Maximum who is our agent for EMC –facility linebacker (& and where our policy history stated we had worker’s compensation), he informed us that after a claim was filed by Rita Higley prior to her retiring, EMC declined to continue service. They then worked with the Library in entering the risk pool with Berkeley.net. Research showed that the last payment made to Berkeley risk pool was Jan 2019. Which would have continuation coverage in 2020. The only reasons for coverage cancellation are failure to pay, failure to fill out and return audit, and cancellation of policy by policyholder. This means that other than policy cancellation, they would have sent a bill, as well as an audit for 2019 for risk assessment. Jessica did not receive either (took over in Nov of 2019). We will most likely be assessed a compliance fine for non-coverage for 2020-2022. Mayor Stirton inquired as to why the Library is on its own insurance plans, and not included in the city plans. Jessica informed him that during Rita Higley’s time the City Commission voted to withdraw the Library from all insurance plans, which prior to that had always been included.

Discussed again possible policy updates for some concerns regarding Funeral Leave policy. Either a new policy that would be a “covers all mentions” that states what “eligible” classifies as (full time only, not part-time) for all policies needs created, or each individual policy needs a disclaimer and description added. Gil Bunning expressed continued discussion that all benefits should be for the full-time position only. Jessica shared that the policy addressing sick and vacation does state that it is for full-time only. However, the other policy that addresses funeral leave, military leave, and jury duty does not specify. The obvious reason for this is that if a person leaves for military service we are required to let them go, and encouraged by government to retain a positon for their return; if someone is called for jury duty we are required by law to hold their positon. An employer cannot control whether someone is called to duty in service, or called to jury duty, and on the same not an employer cannot control when someone loses a family member. This would be why these sections are included together in a policy and not with sick/vacation. They can be considered citizenship policies. Zac Bates expressed that although we do not offer sick/vac to part-time, it is good policy to continue our policy on funeral, jury duty, military as they aid in employee retention. Especially so, when we are only able to offer so few pay, and hours and do not allow employees to go over those hours. Jessica shared again that this helps us in retaining our required percent of income to payroll. If we do not pay employees for funeral time then we are decreasing our amount percentage and risk not meeting standards, and we have had to do waivers for this standard many times in the past.

Discussed accreditation standards, payroll % requirements further. Specifically, for Directors position. Jessica shared information with provided minutes present that stated her information. Jessica shared that when she took Interim position at a lower wage rate that it was with the understanding she would be raised to the current wage offered the previous director upon completion of the interim period. So in May of 2020 it was supposed to be 16. It was not put at that, but well below, the board at the time decided that they would raise it upon APPLE training completion, instead of the previous understanding. During this time Jessica had discovered, followed and shared accreditation standards for Director pay based on Service Center level, experience, APPLE training, and annual raise minimums. In May of 2021 Jessica re-shared this information and hoped the board would consider meeting prior understandings to be in the same or close to the minimum NEKLS accreditation bracket. APPLE had been cancelled for the year due to COVID, after Jessica had been accepted. The board said they would not consider APPLE due to this but go to the regular 1yr evaluation & wage consideration. They gave a highly positive evaluation of the Director. At this time Jessica should have gotten 2 – 2% raises above the base wage. However, the board had new members who were not comfortable having a vote on wages at the time. They wanted to wait at least one meeting to understand more before making votes. The next quorum that was able to vote was September 2021. The board discussed, and offered Jessica a 2.5% raise (which should have been allotted in May), this would be in minimum with the yearly accreditation raise amount, however this still did not get her wage to 16 but still well below. Jessica has received .38c in wage increase as Director and this is only one raise. The board now restated they wanted to wait for Jessica to attain APPLE certification, and would readdress in a few months, to raise to minimum accreditation standards wage amount. As of this meeting April 13th 2022, Jessica has attended online college to work towards her MLA and is well on her way. She has done numerous continued education as a director though webinars, and system trainings. She has also completed APPLE with 100%, all A’s. The NEKLS system consultant will be attending our MAY meeting to award her certification in person, and share support of wage consideration to aid in meeting payroll % accreditation guidelines. If the board chooses to continue with just the 2% raise now in 2022 that would be another .30c and would still leave her below the amount of the previous Director wage that she was understood to be her minimum upon taking full Director in 2020, and still well below NEKLS standard for 2022.

**New Business:** **No business conducted/ Discussion Only.** Jessica shared with the board that she has been asked to be a speaker in June at Bonner Springs Library. This would be to discuss the history of Horton Public Library, our successes, our struggles, our future plans and so much more.

Gil Bunning asked if the Library participated again this year in the Annual Flea Market. Jessica informed him that the Library itself did not have a stand, as we were still trying to sell and dispose of the items from last year. However, Jessica acted as a liaison, set up a booth area, and provided library resources & services for BSA Troop 313 for their fundraising efforts.

Jessica shared her efforts for Library Giving Day. She handed out over 60 letters to local businesses in a call to action to support library services and needs. As of today she has only received 3 donations totaling $230. She shared with the board the flyer she provided, her call to action, and her hopes with increased funding for the Library. Many of these items have previously been asked for in multiple grants, however we have not been awarded those grants. Mayor Stirton requested information on some of the items the Library was hoping to get. He is hoping the city can aid us on some of the items. Jessica mentioned the furniture- indoor/outdoor, 3D printer, play equipment and others. Mayor Stirton said he would look into the play equipment that was removed by the pool to see if it may be available for the Library to utilize.

**Executive Session:** None

**Adjourn**:  The informational meeting was ended at 7:28pm. The next meeting will be May 18th at 6:15pm.