Eudora Community Library

Agenda – January 21, 2025

630 PM

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630 PM Call meeting to order

- Director's Reports
- December 2024 Financial Report (table until next meeting)
- Approve minutes from October Meeting

New Business:

- Election of Board Officers
- **Draft Audit Report (discussion)**
- Update on latest roof leak (Carol)
- Tree removal discussion (Tree at NW corner of Building)

Old Business:

- Agenda & Minutes to Website (update)
- Signing of Minutes – Process (update)
- Storing documents electronically (Carol)

Agenda may be amended as needed.

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, January 21, 2025

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

Others Present: Carol Wolford, Laura Smith and Cuyler Dunn

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

Regular Meeting:

A motion to approve the Director's report was made by Kenny Massey and seconded by Eric Magette. The motion was approved unanimously. The Financial Report was tabled until the next board meeting. The minutes of the November 19, 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.

New Business:

Election of Officers: Discussion was had regarding the election of officers for the Eudora Library Board. Kenny Massey motioned to have the have the Board members remain in their current positions, with Kenny Massey as Board President; Eric Magette as Vice President; Amy Jankowski as Treasurer; and, Tim Pringle as Secretary. The motion was seconded by Amy Jankowski. The motion was approved unanimously.

Draft Audit Report: The draft audit report for the year ending December 31, 203 was discussed. The various findings in the draft audit report have been or will be addressed. Kenny Massey stated he would contact the auditors to obtain clarification on one finding involving the bonding of employees and officers. Amy Jankowski stated she would contact the library's accountant to discuss an accounting issue. Further action was postponed until receipt of a final audit report.

One of the findings in the draft audit report was that the library Board needed to pass a Resolution each year pursuant to K.S.A. 75-1120a, so that the library does not have present its financial statements based generally accepted accounting principles, but instead use a cash receipts and disbursements. Upon review of the statute it appears the library does not meet the aggregate annual gross receipts provision which triggers K.S.A. 75-1120a, however, it was decided that the library Board will pass Resolutions as required by statute. Tim Pringle motioned the Board approve Resolutions 2025-01 and 2025-02 wherein the Eudora Community Library District waives the requirements of K.S.A. 75-1120a as they apply to the Eudora Community Library District for the years ending December 31, 2024 and December 31, 2025 and cause the financial statements and financial reports of the Eudora Community Library District to be prepared on the basis of cash receipts and disbursements. The motion was seconded by Amy Jankowski. The motion passed unanimously.

Library Roof: Carol Wolford advised that the library roof continues to leak. She has contacted a roofing company to obtain estimates on the cost of repairing the leak and the cost to replacing the roof. No further action was taken.

Tree Removal: The library has been advised that the tree on the northwest corner of the library is hollow approximately five (5) feet above the ground and should be removed. Estimates will be obtained to determine the costs of removing the tree.

Old Business:

Agenda and Minutes to Website: Discussion was had regarding the status of posting of the library Board agenda and minutes to the library web site. Carol Wolford has advised that the library was in the process of doing so. Amy Jankowski recommended that 2024 minutes and agenda should also be posted and when library staff had free time, additional year's minutes and agenda should also be posted.

Signing of Minutes: The Board discussed the signing of minutes and how the signed minutes would be posted to the library's website.

Storing Documents Electronically: The Board discussed electronically storing the Board minutes; the Board agenda; Resolutions; and Financial records, both current and past records.

Laura Smith: Laura Smith discussed her current activities, which included in part, feeding Eudora, Engage Douglas County, and funds from the Housing Stabilization Cooperative.

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.

Inclement Weather Policy: The library's inclement weather policy was discussed. No further action was taken.

Next Board Meeting: The next board meeting will February 18, 2025, at 6:30 p.m.

Meeting adjourned at 7:16 p.m.

1/23/25
Date

Board Member

Eudora Community Library

Special Meeting

February 4th, 6 PM

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6 PM – Call meeting to order

Purpose of Meeting:

Conduct a "walk-through" of former Quilt Shop in the 700 Block of Main Street

Post Walk-Through discussion:

- Pros and Cons of building as potential site of library location.

Kim
2-4-2025

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, February 18, 2025

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

Others Present: Via phone: Carol Wolford and Sara Maloney

Kenny Massey called the meeting to order at 6:34 p.m.

Regular Meeting:

The December Financial Report was discussed. A motion to approve December's Financial Report was made by Amy Jankowski and seconded by Kenny Massey. The motion was approved unanimously.
The January Director's report and Financial report was discussed. A motion to approve the Director's report was made by Eric Magette and seconded by Amy Jankowski. The motion was approved unanimously. A motion was made by Mike Keltner and seconded by Amy Jankowski to approve the January Financial Report and Disbursements. The motion was approved unanimously. The minutes of the January 21, 2025 meeting and the February 4, 2025 special meeting were discussed. A motion was made to approve the minutes and motion passed unanimously.

New Business:

Budget: Discussion was had regarding payroll going over budget in 2024. Additional payroll expenses occurred due to expanded adult and children programs which occurred after hours and paying staff for working more hours. To address this overage, it was discussed that staff's hours would be adjusted and rearranged in order for the library to provide the extra activities. It was also discussed that the library would not be hiring additional summer help.

736 Main Street: Discussion was had regarding 736 Main as a potential site for the library. Kenny Massey advised that he discussed parking restrictions, ADA compliance requirements, fire suppression issues with City of Eudora personnel. Discussion was had about having a representative of MarLan inspect the property in order to obtain an estimate of the renovation costs.

Janitorial Contract: Discussion was had about the need to have a written janitorial contract based on the recommendations obtained during the audit that the library have a written maintenance contract. Carol Wolford advised that there is a written janitorial contract. Kenny Massey indicated he would contact the auditors to determine exactly what was meant by "maintenance contract."

Website Agendas and Minutes: Discussion was had regarding the status of posting the board agendas and minutes on the library's website. The posting of the Resolutions 2025-01 and 2025-02 were also discussed. Carol Wolford advised the board the most of the agendas and minutes have been posted and the remaining agenda's, minutes and the Resolutions would also be posted.

Next Board Meeting: Due to spring break, the next board meeting will March 11, 2025, at 6:30 p.m.

Meeting adjourned at 7:16 p.m.

3/11/25	Kl
Date	Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, March 11, 2025

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

Others Present: Carol Wolford and Cuyler Dunn

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

Regular Meeting:

The minutes of the February 19, 2025 meeting were discussed. A motion was made to approve the minutes by Kenney Massey and seconded by Mike Keltner. The motion passed unanimously. The January Financial Report was discussed. A motion to approve December's Financial Report was made by Amy Jankowski and seconded by Eric Magette. The motion was approved unanimously. The disbursements were discussed and a motion to approve the disbursements was made by Kenney Massey and seconded by Mike Keltner. The motion passed unanimously. The January Director's report was discussed. A motion to approve the Director's report was made by Kenney Massey and seconded by Eric Magette. The motion was approved unanimously.

New Business:

736 Main Street: Discussion was had regarding 736 Main as a potential site for the library. Kenny Massey advised that he met with MarLan and the architect who both indicated the building was workable as a library. In discussions with representatives from the Capital Campaign Committee the board is advised that there would be no objections to using Capital Campaign money towards the purchase of the 736 Main Street building. In discussions with the Community Foundation it appears that there would be no objections to using Capital Campaign money towards the purchase of the736 Main Street building. Obtaining written verification of the use of Capital Campaign money for the purchase of the 736 Main Street building was discussed. Parking and green space was discussed. Obtaining an appraisal of the value of the property was discussed. Discussions occurred regarding the cost of renovations. Eric Magette advised that in order for assessment to be conducted to determine renovation costs, it will cost the library up to $20,000.00. A motion was made by Amy Jankowski and seconded by Kenney Massey to allow up to $20,000.00 of Capital Campaign money to be used in order for an assessment to be made regarding the costs of renovation.

Custodial Contract: Discussion was had about the need to have a written custodial contract based on the recommendations obtained during the audit that the library have a written maintenance contract. There was confusion as to what exactly the auditors meant by custodial contract. The auditors were contacted regarding clarification of what exactly they were recommending. The auditor who made the recommendation was not available but he will be contacted and clarification would be provided.

Next Board Meeting: Due to spring break, the next board meeting will April 15, 2025, at 6:30 p.m.

Meeting adjourned at 7:40 p.m.

4/15/25
Date

KL
Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, April 15, 2025

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

Others Present: Carol Wolford and Cuyler Dunn

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

Regular Meeting:

The minutes of the March 11, 2025 meeting were discussed. A motion was made to approve the minutes by Mike Keltner and seconded by Amy Jankowski. The motion passed unanimously. The March Financial Report was discussed. A motion to approve the Financial Report was made by Eric Magette and seconded by Tim Pringle. The motion was approved unanimously. The disbursements were discussed and a motion to approve the disbursements was made by Eric Magette and seconded by Kenney Massey. The motion passed unanimously.
The Director's report was discussed. A motion to approve the Director's report was made by Kenney Massey and seconded by Eric Magette. The motion was approved unanimously.

New Business:

2026 Budget: Discussion was had regarding whether to remain revenue neutral or raise the mil levy in the 2026 Budget. According to NKELS, the library has the statutory authority to have a mil levy up to 5 mils. The current mil levy has been basically the same for many years. At the current mil levy the library is restricted on the activities it can offer to its patrons. If the library was to move locations, the library's expenses will also increase. Amy Jankowski noted that the current budget indicated the library had spent approximately 30% of its current budget in the first quarter. She indicated the expenses should only be approximately 25%. Carol Wolford indicated she would review the expenses incurred to date to determine the reason for the additional expenses. No further action was taken.

736 Main Street: Discussion was had regarding the City of Eudora's parking requirements if the Library were to purchase 736 Main as a new site for the library. Kenny Massey advised that he met with the architect who discussed meeting with the City of Eudora representative and navigating the parking requirements through the use of a variance or an exemption.

Custodial Contract: Clarification was obtained from the auditors regarding what was meant when the auditor referenced the need to have a written custodial contract. A custodial contract applied to "pledged securities" which the library does not have. The library does have a written agreement with the bank in regards to its financial accounts.

Executive Session: Kenny Massey made a motion to go into executive session to discuss the acquisition of real property. Amy Jankowski seconded the motion. The motion passed unanimously. The board went into executive session for thirty (30) minutes.

Next Board Meeting: The next board meeting will May 20, 2025, at 6:30 p.m.

Meeting adjourned at 7:39 p.m.

5/27/25

Date

Kh

Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, May 27, 2025

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

Others Present: Carol Wolford and Sara Maloney

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

Regular Meeting:

The minutes of the April 15, 2025 meeting were discussed. A motion was made to approve the minutes by Amy Jankowski and seconded by Kenny Massey. The motion passed unanimously. The April Financial Report was discussed. A motion to approve the Financial Report was made by Mike Keltner and seconded by Amy Jankowski. The motion was approved unanimously. The disbursements were discussed and a motion to approve the disbursements was made by Eric Magette and seconded by Kenney Massey. The motion passed unanimously.
The Director's report was discussed. A motion to approve the Director's report was made by Tim Pringle and seconded by Mike Keltner. The motion was approved unanimously.

New Business:

Executive Session related to the acquisition of property: Kenny Massey made a motion to go into executive session for thirty minutes to discuss the acquisition of real property. Tim Pringle seconded the motion. The motion passed unanimously. The board went into executive session for thirty (30) minutes from 6:38 p.m. to 7:07 p.m. Kenny Massey made a motion to go into executive session for ten (10) minutes to discuss the acquisition of real property. Tim Pringle seconded the motion. The motion passed unanimously. The board went into executive session for ten (10) minutes from 7:08 p.m. to 7:18. p.m.

Tim Pringle made a motion that the library proceed with the process of attempting to purchase the property at 736 Main, Eudora, Kansas using Evan Holt with Keller Williams as the library's agent. Eric Magette seconded the motion. The motion was approved unanimously.

Executive Session related to personnel: Kenny Massey made a motion to go into executive session for fifteen (15) minutes to discuss personnel issues. Eric Magette seconded the motion. The motion was approved unanimously. The board went into executive session at 7:34 p.m. to 7:44 p.m. No further action was taken.

Next Board Meeting: The next board meeting will June 17, 2025, at 6:30 p.m.

Meeting adjourned at 7:44 p.m.

6/17/25
Date

KL
Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, July 15, 2025

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

Others Present: Carol Wolford, Sara Maloney, Laura Smith

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

Regular Meeting:
Mike Keltner made a motion to approve the agenda. Kenny Massey seconded the motion. The agenda was approved unanimously. Carol Wolford discussed the director's report. Eric Magette made a motion to approve the director's report. Amy Jankowski seconded the motion. The director's report was approved unanimously.

The June financial report was discussed. Amy Jankowski made a motion to approve the June financial report. Kenny Massey seconded the motion. The June financial report was approved unanimously. Kenny Massey made a motion to approve the June 2025 disbursements. Eric Magette seconded the motion. The June 2025 disbursements were approved unanimously. The minutes from the June 17, 2025 meeting were discussed. Kenny Massey made a motion to approve the June 17, 2025 minutes. Mike Keltner seconded the motion. The June minutes were approved unanimously.

New Business:
Discussion was had regarding an invoice from Studio 1 for 17 hours of services rendered during initial surveys and planning at 736 Main St. The invoiced amount is $3,290. Eric Magette made a motion to approve payment of the invoice. Amy Jankowski seconded the motion. The motion passed unanimously.

Discussion was had regarding the community navigator position. Laura Smith was available to answer questions as they came up. No action was taken.

Carol presented the most recent draft of the 2026 operating budget. No action was taken but the board plans to finalize the budget at the August regular meeting and conduct a budget hearing in September.

Executive Session related to the acquisition of real property: Kenny Massey made a motion to go into executive session for fifteen (15) minutes to discuss personnel issues. Mike Keltner seconded the motion. The motion was approved unanimously. The board went into executive session from 7:22 p.m. to 7:35 p.m. No action was taken.

Next Board Meeting: The next board meeting will September 16, 2025, at 6:30 p.m.

Meeting adjourned at 7:36 p.m.

9-16-25
Date

Kl
Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, August19, 2025

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

Others Present: Carol Wolford, Zack Daniel and Sara Maloney

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

Regular Meeting:

The minutes of the July 15, 2025 meeting were discussed. A motion was made to approve the minutes by Mike Keltner and seconded by Tim Pringle. The motion passed unanimously.
The July Financial Report was discussed. A motion to approve the Financial Report was made by Eric Magette and seconded by Amy Jankowski. The motion was approved unanimously.
The disbursements were discussed and a motion to approve the disbursements was made by Kenny Massey and seconded by Amy Jankowski. The motion passed unanimously.
The Director's report was discussed. A motion to approve the Director's report was made by Eric Magette and seconded by Kenny Massey. The motion was approved unanimously.

New Business: None

Old Business:

2026 Budget: Discussion was had regarding raising the mil levy in the 2026 Budget from 3.19 to 3.72. Discussion was had regarding for the past several years the mil levy has remained the same or been lowered and had not been raised. The Board discussed the probable costs for additional roof repairs to the current building. The potential need for a new air conditioning system in the current building was discussed as well as other needed and potential repairs. No further action was taken.

Acquisition of Real Property: Zack Daniel, acting City of Eudora manager advised the Board regarding the City of Eudora was in the process of hiring a full time planner. He also discussed the City of Eudora's working with the Library on the issue of parking.

Executive Session: Kenny Massey made a motion to go into executive session to discuss the acquisition of real property. Eric Magette seconded the motion. The motion passed unanimously. The board went into executive session for fifteen (15) minutes. After fifteen (15) minutes the Board came out of executive session and Eric Magette made a motion to go into executive session for five (5) minutes which was seconded by Kenny Massey. The motion passed unanimously. After five (5) minutes the Board came out of executive session. No action was taken during executive session. The Board will ask its agent to resume negotiations with the property owner of 736 Main Street, Eudora in hopes of reaching an agreement.

Executive Session: Kenny Massey made a motion to go into executive session to discuss a personnel issue which was seconded by Eric Magette. The motion passed unanimously. The board went into executive for twenty (20) minutes. After twenty (20) minutes the board came out of executive session and Eric Magette made a motion to go back into executive session to discuss a personnel issue which was seconded by Kenny Massey. The board went into executive session for ten (10) minutes. After ten (10) minutes the board came out of executive session. No action was taken.

Next Board Meeting: The next board meeting will September 16, 2025, at 6:30 p.m.

Meeting adjourned at 8:08 p.m.

9-16.2025
Date

Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Wednesday, September 3, 2025

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

Others Present: Carol Wolford, Laura Lewis and Sara Maloney

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

Executive Session: Kenny Massey made a motion to go into executive session to discuss the acquisition of real property with Laura Lewis in the session. Eric Magette seconded the motion. The motion passed unanimously. The board went into executive session for twenty (20) minutes. After twenty (20) minutes the Board came out of executive session. No action was taken during executive session. Eric Magette motioned to approve the purchase agreement as presented for the real property at 736 Main, Eudora, Kansas. The motion was seconded by Mike Keltner. The motion passed unanimously.

Eric Magette motioned to adjourn the meeting which was seconded by Kenny Massey and passed unanimously.

Next Board Meeting: The next board meeting will September 16, 2025, at 6:30 p.m.

Meeting adjourned at 6:54 p.m.

9-16-25
Date

Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, September 16, 2025

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

Others Present: Carol Wolford and Teri Finneman

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

Revenue Neutral Rate Hearing: Kenny Massey quoted the language of Resolution 2025-1. The board discussed the revenue neutral rate of 3.19 and the proposed mil levy of 3.72. It was noted that no other persons were present other than the parties listed above. The board discussed the increased anticipated additional expenses the library will have in 2026 involving the repair and maintenance of the current library building or additional expenses the library will have if it purchases the building at 736 Main, Eudora, Kansas. The additional costs homeowners will incur based on the increased mil levy was discussed. Eric Magette motioned to approve the language set forth in Resolution 2025-1 increasing the mil levy to 3.72. The motion was seconded by Tim Pringle. The motion was approved unanimously.

Regular Meeting:

The minutes of the August 19, 2025 and September 3, 2025 meetings were discussed. A motion was made to approve the minutes by Amy Jankowski and seconded by Mike Keltner. The motion passed unanimously.
The August Financial Report was discussed. A motion to approve the Financial Report was made by Amy Jankowski and seconded by Mike Keltner. The motion was approved unanimously.
The disbursements were discussed and a motion to approve the disbursements was made by Kenny Massey and seconded by Eric Magette. The motion passed 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.

New Business:

2026 Budget: The 2026 Budget was discussed. Carol Wolford advised the board that she was satisfied with the proposed 2026 Budget. Amy Jankowski commented that it was a good budget. Eric Magette was pleased to see a cost of living raise for the staff included in the proposed budget. Kenny Massey made a motion to adopt the proposed 2026 Budget. Amy Jankowski seconded the motion. The motion passed unanimously.

Old Business:

Acquisition of Real Property at 736 Main Street, Eudora, Kansas: Kenny Massey discussed his meetings with the Eudora City Administrator and the Eudora Fire Department. According to the City Manager, the library will need a new written agreement with Farmers Bank regarding parking, but believes the parking issues should be able to be addressed. The Fire Department advised whether fire suppression is needed as well as entries and exits. Studio One, is still involved as the architects for the library.

Insurance: The library's current building insurance company will not insure the building due to the roof. Follow up with the current owner as to the insurance company they use will occur.

His Hands Clothing: Attempts have been made but as of this meeting the owner of His Hands Clothing has not been reached regarding rent payments.

Storage Unit: Discussion was had regarding library items currently in storage. Carol indicated she will inventory the items and provide that information to the Board.

Navigator: Funds for the community navigator have been removed from the 2026 budget and the library will not be funding this position at this time.

Executive Session: Kenny Massey made a motion to go into executive session to discuss the acquisition of real property. Eric Magette seconded the motion. The motion passed unanimously. The board went into executive session for fifteen (15) minutes. After fifteen (15) minutes the Board came out of executive session. No action was taken during executive session.

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

Meeting adjourned at 7:20 p.m.

KL

Date

Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, October 21, 2025

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

Others Present: Carol Wolford and Bella Waters

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

Regular Meeting:

The minutes of the October 21, 2025 meeting was discussed. A motion was made to approve the minutes by Amy Jankowski and seconded by Eric Magette. The motion passed unanimously.
The September Financial Report was discussed. A motion to approve the Financial Report was made by Eric Magette and seconded by Amy Jankowski. The motion was approved unanimously.
The disbursements were discussed and a motion to approve the disbursements was made by Mike Keltner and seconded by Amy Jankowski. The motion passed unanimously.
The Director's report was discussed. A motion to approve the Director's report was made by Kenny Massey and seconded by Tim Pringle. The motion was approved unanimously.

New Business:

Insurance for 736 Main St.: Kenny Massey advised that he was still searching for insurance coverage. The Reilly Group out of Leavenworth, Kansas was discussed. Kenny Massey advised that he would continue to explore and research various companies for insurance coverage best suited for the library.

Eudora Times: The Eudora Times has requested that it receive a copy of the Board meeting agenda by the Friday prior to the Board meeting. After a general discussion, it does not appear to be a problem and an agenda will be provided to the Eudora Times by the Friday prior to the Board meeting.

Library Bank Account: The library has been informed that the Farmers Bank has requested the library to sign new documents regarding its accounts at the bank.

Old Business:

Acquisition of Real Property at 736 Main Street, Eudora, Kansas: Kenny Massey advised that the closing for the real property at 736 Main Street, Eudora, Kansas is scheduled for October 31, 2025. No time has been set for the closing as of yet. Monies have been transferred from the Foundation to the Eudora library account. The owner of 736 Main has requested that library staff walk through the building with him to determine if any of the items remaining in the building could be useful to the library. Carol indicated a meeting time was in the works but as of the board meeting no further action has been taken.

Executive Session: Kenny Massey made a motion to go into executive session to discuss the acquisition of real property. Eric Magette seconded the motion. The motion passed unanimously.

The board went into executive session for twenty (20) minutes. After twenty (20) minutes the Board came out of executive session. No action was taken during executive session. Kenny Massey again motioned to go into executive session for an additional ten (10) minutes. Tim Pringle seconded the motion. The motion passed unanimously. The board went into executive session for ten (10) minutes. After ten (10) minutes the Board came out of executive session. No action was taken.

Eric Magette motioned that the library move forward with the purchase and closing of 736 Main Street, Eudora, Kansas. Mike Keltner seconded the motion. The motion passed unanimously.

Next Board Meeting: The next board meeting will November 18, 2025, at 6:30 p.m.

Meeting adjourned at 7:11 p.m.

11/18/25
Date

KL
Board Member

EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, December 16, 2025

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

Others Present: Carol Wolford, John Cullen and Cuyler Scott

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

Regular Meeting:

The minutes of the November 16, 2025 meeting was discussed. A motion was made to approve the minutes by Mike Keltner and seconded by Eric Magette. The motion passed unanimously.
The November Financial Report was discussed. During this discussion, Amy Jankowski noted that the expenses were on tract with the budget. A motion to approve the Financial Report was made by Amy Jankowski and seconded by Tim Pringle. The motion was approved unanimously.
The disbursements were discussed and a motion to approve the disbursements was made by Eric Magette and seconded by Mike Keltner. The motion passed unanimously.
A Director's report was not provided and discussion of the Directors report will be tabled to the next meeting.

Public Comments: None

New Business:

Baldwin Library Visit: Mike Keltner and Carol Wolford visited the Baldwin Library. They advised that the executive director of the Baldwin library was very accommodating. They were advised that the library was originally in the building in 1995 and it was remodeled in 2016. They toured the local history room, and the large multipurpose activity room. The circulation desk was centrally located. The storage space was well organized. It had substantial natural lighting. They noted that the restrooms were large and the staff had access to a refrigerator and sink. They were advised that the library rents out the multipurpose room for $50.00 per four hours, and that an overhead projector was available. They also noted that the library needed more space.

Amy Jankowski noted that she visited the Sioux Falls, South Dakota library and it had lots of color and was bright and open.

End-of-Year Budget Review and Capital Improvement Transfer: The extra funds from the Foundation total $16932.08. These funds need to be transferred from the library's capital improvement account to the capital campaign checking account. The library can transfer up to 10% of its budget into a capital improvement account. Amy Jankowski moved to transfer $16,932.08 from the Capital improvement account to the Capital campaign checking account and transfer $38,667.00 from the library's operating account to the Capital improvement account. Kenny Massey seconded the motion. The motion passed unanimously.

2024 Audit: The library was contacted by the auditors asking if the library needed an audit of its 2024 records. After discussing the matter this matter was tabled until the library received more information from the auditors.

736 Main Street update: Kenny Massey and Amy Jankowski met with a Studio One representative. He indicated he would have a proposal for renovations within three weeks. He discussed the firewall, beams, corner bricks, carpet, and possibly removing the ceiling tiles. He also indicated a hazardous material inspection should be performed. He indicated he would meet with the library staff to obtain their opinions and recommendations. The use of a steering committee was suggested.

The donor recognition event occurred on Friday December 12, 2025. Approximately 60 people attended and had positive comments and great suggestions on building usage.

Kenny Massey met with a representative of the Eudora Times who was requesting permission to use the building for two (2) hours in March to display a photo collage. It was discussed that for insurance coverage purposes such an event had to be library sponsored.

Communication with the City of Eudora: Eric Magette had discussions with the City of Eudora representatives, Tim Bruce and Zack Daniels, regarding appointment vs election of library directors. The City insisted the Library take the lead with the Kansas legislature to have the library directors elected. Board members have been in communication with elected officials regarding this change.

Old Business:

Tax Exemption for 736 Main St, Eudora, Kansas: The tax exemption form has been filed and sent to the State of Kansas. Approval may take several months

Record Retention Process: Carol Wolford has provided the board with the library's record retention policy.

Eudora Township Board Appointment: Amy Jankowski will be meeting with the Township board on Tuesday, January, 2, 2026 at 6:00 p.m. Kenny Massey also plans to attend. She plans to discuss her role on the library board and why she should be reappointed.

Next Board Meeting: The next board meeting will January 20, 2026, at 6:30 p.m.

Meeting adjourned at 7:15 p.m.

1/20/2026
Date

Board Member