

**EUDORA COMMUNITY LIBRARY
BOARD MEETING
Tuesday, August 18, 2026**

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

Others Present: Carol Wohlford and Cuyler Scott

Kenny Massey noting a quorum, called the meeting to order at 6:30 p.m.

Public Comments: None

Regular Meeting:

The 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 June disbursements were discussed and a motion to approve the disbursements was made by Amy Jankowski and seconded by Kenny Massey. The motion passed unanimously.

The minutes of the July 21, 2026 meeting were discussed. A motion was made to approve the minutes by Mike Keltner and seconded by Kenny Massey. The motion passed unanimously.

The Director's report was discussed. A motion to approve the Directors report was made by Tim Pringle and seconded by Mike Keltner. The motion passed unanimously.

Old Business:

Job Description Update: Carol Wolford provided the board with updated job descriptions for the Eudora Community Library. The job descriptions were based in part on various job descriptions found at other small libraries, documents from NEKLS, and actual experience of current library staff. The board was in consensus that the job descriptions provided meets board approval.

2027 Budget: Carol Wohlford provided the board with a revised draft of the 2027 budget for the library. Amy Jankowski advised that an error was made in that the estimated income was \$910.00 greater than the estimated budget. After discussing the proposed budget, Carol Wolford was instructed to review the budget and correct the discrepancy.

Paid Time Off: Details of the libraries paid time off policy were discussed. Fulltime employees receive 0.076 hours per day of paid time off. Substitutes and part time workers do not receive paid time off. Carol Wolford was instructed to update the policy handbook to reference paid time off.

Google Workspace: Library staff has been working with Google in an attempt to save approximately \$400.00 per year in expense.

E-Rate Process: Library staff is investigating whether through E-Rate, there is federal funding available to the library to lower its internet costs. The potential savings could range between 20 to 90%.

New Business:

Parking lot repair: The current library parking lot has developed several potholes. Due to concerns for the safety of persons using the parking lot MCP Facility Services was contacted and asked to provide a bid to repair the parking lot. MCP Facility Services provided two bids. One bid was to fill the pot holes for \$3,216.85. The second bid was to resurface the entire parking lot for an additional \$2,862.23. After discussing the bids and due to the library moving to a new location in the near future a motion to patch the pot holes for \$3,216.85 was made by Amy Jankowski and seconded by Eric Magette. The motion passed unanimously. Carol Wolford was instructed to contact MCP Facility Services to schedule the patching of the pot holes.

Contractor Interest & Cost Proposal Submission: Kenny Massey advised the board that several contractors contacted him regarding the renovations to the building at 726 Main, but only four bids were received. Bids were received from Knudsen Construction, BA Green Construction, Sands Construction, and Universal Construction. The bids were opened and reviewed by the board members. Carol Wohlford was instructed to make copies of the bids and provide copies to each board member so they could be reviewed prior to the next board meeting. Kenny Massey advised he had spoken with the Libraries architect who recommended that each bid be reviewed, the scope of the work be narrowed down, the board then meet with the contractors and ask questions, and then select which contractor to retain to perform the renovations. The board decided to schedule a special meeting of the board for Tuesday August 25, 2026 to discuss the bids

Adjourn: The meeting ended at 7:40 p.m.

Next Board Meeting: The next board meeting will August 25, 2026, at 6:30 p.m.

9/15/26

Date

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Board Member