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DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes –
March 23, 2021
Zoom

Board Members present: Hailey Zimmerman (Zoom), Beth Love, Pete Myers, Paula Ripple, Nancy Vierthaler, Debbie Eddy

Board Members absent: Michelle Reid

Others present: DCPL Director Lori Juhlin, Kyra Hahn, Assistant Director of Public Services

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:00pm by Paula Ripple, Chair

The Agenda of the meeting was approved by motion of Beth Love, and seconded by Debbie Eddy, motion carried unanimously

Public Comment: None

Other Presentations, Reports or Announcements: Lori introduced Kyra Hahn, who was hired as our Assistant Director of Public Services

Consent Calendar [Are there any questions or comments before approval?]

- Approval of bills March 2021 Bills
 - Nancy Vierthaler moved to approve the claims, Pete Myers seconded and motion carried unanimously
- Approval of February 23, 2021 Board Minutes
 - Beth Love motioned to approve the consent calendar, Debbie Eddy seconded, motion carried unanimously

Director's Report:

- Lori noted that things were holding steady with current COVID restrictions but that changes would occur in the coming months in terms of quarantine, mask requirements

and meeting room use. Work continues on collection maintenance and website development. Lori also noted that we would need to approve our budget request at the April meeting to turn into the city for 2022. Lori also highlighted several projects to be discussed later on the agenda and noted that we were making progress on a lot of projects.

Old Business:

- Circulation Policy Update: Lori reviewed the changes recommended at the previous meeting and noted rollout of the new policy would occur during National Library Week. Nancy Vierthaler moved to approve the policy as presented, Beth Love seconded, and motion carried unanimously.

New Business:

- Personnel Policy Updates & HR Audit Proposal: Lori reviewed that she has been in contact with McGrath Human Resources group which came recommended by the city. After review of the proposal, the Board identified a few questions they would like to have answered, and agreed to table to the April meeting.
- Logo, Branding, and Website Proposal: Lori reviewed the proposal by AD Creative Group and discussion was held on the project. Debby Eddy moved to approve the proposal, Nancy Vierthaler seconded, and motion carried unanimously.
- Internal Financial Controls Policy: Lori reviewed the fine points of the new policy and noted this would keep things transparent in how we handle money in the building and accounts. Paula Ripple moved to approve the policy as presented, Beth Love seconded and motion carried unanimously.
- Budget Discussion: Lori reviewed the timeline for budget preparation and noted that a preliminary budget request would be approved at the April 2021 meeting to turn into the city. A more detailed budget would be approved later in the year.

Beth Love moved to adjourn the meeting at 5:00pm Debbie Eddy seconded it. Motion carried unanimously.

Next DCPL Board Meeting: Tuesday, April 27th, 2021 at 4:00 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____