



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
 Board Meeting Minutes
 September 28, 2021
 Lower Level Meeting Room

Board Members Present: Beth Love, Michelle Reid, Nancy Vierthaler, Debbie Eddy, Blanca Soto

Board Members Absent: Pete Myers, Paula Ripple, Hailey Zimmerman

Other attendees: John Hendrickson of Kennedy, McKee & Company LLP; Malayna Maes of McGrath HR Group, Lori Juhlin, Executive Director and April Wilson, Administrative Assistant

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:00 by Beth Love

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

Public comment: None

Consent Calendar:

- Approval of bills for September 2021, approved by motion of Debbie Eddy and seconded by Michelle Reid, motion carried unanimously
- Approval of August 24, 2021 Board minutes, approved by motion of Nancy Vierthaler and seconded by Debbie Eddy, motion carried unanimously

Director's Report:

- Lori reviewed the director's report, stating Covid cases are declining; however, only about 50% of staff are vaccinated and Lori is not getting any feedback from staff. She is concerned that if vaccinations are required some staff may quit. There are no recent cases of Covid.
- April Wilson started her position as Administrative Assistant on September 27, 2021
- Lori discussed the Election Forum Open House co-planned with the Chamber of Commerce and held at the library on October 12, 2021 from 5:30 - 8:00 p.m. Candidates will be scattered throughout the library and patrons are free to mingle about. She discussed that we can strongly recommend patrons wear a mask, but will not require them.



Old Business: None

New Business:

- John Hendrickson presented the 2020 audit. He discovered the library did not classify many of its transactions in QuickBooks and did not have an accounting of the amount of cash in each fund. The auditors made a number of entries to move transactions to their correct funds. They recommend the library utilize the class feature in QuickBooks to set up a class for each fund and assign a class to each transaction to properly report transactions by fund. A spreadsheet should be created to track cash balances by fund.

No new accounting policies were adopted and existing policies were not changed during 2020. All significant transactions have been recognized in the financial statement for the proper period.

They evaluated key factors and assumptions used to develop accounting estimates and determined they are reasonable in relation to the financial statement and schedules as a whole.

Material misstatements are summarized in their attached schedule.

They evaluated the form, content, and methods of preparing the information to determine that it complies with the *Kansas Municipal Audit and Accounting Guide* (KMAAG).

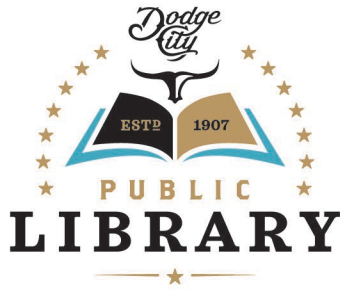
- Malayna Maes discussed the Draft Personnel Policy. Lori sent her a supplemental with different scenarios to establish a foundation with working policies and procedures. She mentioned that the current policy has not been consistent nor applied fairly.

Malayna discussed the trend in the nation is leaning toward mandatory Paid Time Off (PTO) because of the increased level of employee burnout. This is not included in her drafts submitted to the board. Lori stated it is not an issue, although she does advocate for it in the future.

The Board asked if some of the employees will be ruffled by some of the drafts. Lori answered that she didn't think so.

The entire policy manual might be finished before the October 2021 Board meeting, but Malayna doesn't believe it will, but definitely by November, 2021. The discussion has been tabled for the October 2021 Board meeting.

- Approval to open an Account for Flex Plan Administration:



Paula Ripple and Lori Juhlin are the signatories. It was approved by motion of Blanca Soto and seconded by Michelle Reid. Motion carried unanimously

- Discussion and possible approval of Managed IT contract:

Lori met with Nex-Tech and Star for bids to provide managed IT since Matt's last day will be October 2, 2021. Star will not provide a bid until they conduct a threat assessment which will cost \$3300.00. This fee would be waived if we accept their bid for a contract. Nex-Tech does not require a threat assessment. Lori has reached out to the Emporia library and they use a managed IT. She will reach out to other libraries to see if they use an in-house or managed IT. She will also inquire further for other bids, however, there are not a lot of IT businesses in Southwest Kansas. One downside to managed IT is that they don't typically operate on Saturdays or after 5:00 p.m. on weekdays, but a 40 hour employee is also not available all the hours we are open either.

- Approval of early closure on 10/16/2021 at 3:00 p.m. for Wine & Cheese event; employees will be paid for their full shift:

this was approved by motion of Michelle Reid and seconded by Debbie Eddy, motion carried unanimously.

Motion to adjourn:

approved by motion of Nancy Vierthaler and seconded by Blanca Soto, motion carried unanimously.

Next DCPL Board Meeting: Tuesday, October 26, 2021, at 4:00 p.m.

Future Meetings: November 23, 2021 and December 28, 2021.

Board members and Lori expressed concern about the future dates for board meetings, being they are so close to the holidays. New dates will be determined in the October 2021 meeting.

Meeting ended at 5:32