



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
 Board Meeting Minutes
 November 18, 2021, 4:00 p.m.
 Lower Level Meeting Room

Board Members Present: Nancy Vierthaler, Hailey Zimmerman (On Zoom), Michelle Reid, Blanca Soto (on Zoom), Pete Myers, Paula Ripple

Board Members Absent: Beth Love, Debby Eddy

Other attendees: Lori Juhlin, Executive Director, Kyra Hahn, Assistant 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 Michelle Reid and seconded by Paula Ripple, motion carried unanimously

The agenda of the meeting was approved by motion of Michelle Reid and seconded by Nancy Vierthaler, motion carried unanimously

Public comment: None

Other Presentations, Reports or Announcements: None

Consent Calendar:

- Approval of bills for November 2021, approved by motion of Pete Myers and seconded by Nancy Vierthaler, motion carried unanimously
- Approval of October 26, 2021 Board minutes, approved by motion of Paula Ripple and seconded by Pete Myers, motion carried unanimously

Director's Report:

- Covid-19: Ms. Juhlin stated that 1 staff member was sick with covid. Several staff members were sick with cold/fever/flu. There were only 2 days with a full staff with schedules changing daily. Carissa DeVoss is already working the desks.
- Hiring Update: Ms. Juhlin received 2 applications for Janitor and is waiting for a quote from Service Master
- NCS Migration: Ms. Juhlin and Ms. Hahn have been busy with prepping staff for the migration from Outlook email to Office 365, as well as backing up data into the cloud; helping with staff logins and working to fix issues with the printers, internet, and the cash register. Ms. Reid asked about technical issues. Ms. Juhlin stated that NCS had questions about how back-ups were previously handled. NCS is doing daily back-ups at 7:30 p.m. NCS also had questions on how the servers were arranged. We should have a



new server in January/February 2022. NCS was able to back up the library catalog onto Apollo (cloud based),

- Budget: Ms. Juhlin is still working on 2022 budget due to waiting for quotes for service. The budget will be finalized at the December meeting.
- Wine & Cheese Event: was a success for having not had this event in 2 years. Everyone liked the poet. Need foundation members to help plan next year's event. Ms. Soto stated she would be interested in being a member.

Old Business:

- IT Contract: Ms. Juhlin has been in contact with 3 IT companies and she recommends NCS. Our servers are about 7 years old and need replacing. NCS can move us from the 7 servers we currently have to 2 servers by utilizing the cloud. The yearly contract fee is \$30,000 which Ms. Juhlin mentioned could come out of General fund. Capital Improvement would cover \$39,000 for hardware and software upgrades as well as migration fees. Their office hours are Monday - Friday, 8:00 - 5:00. By utilizing the cloud, they can remote access and repair any issues. Approval of a 1-year contract and recommended upgrades with NCS was approved by motion of Pete Myers and seconded by Nancy Vierthaler, motion carried unanimously. Contract will be reviewed annually by the Board.

New Business:

- Approval of Technology Plan for SWKLS Accreditation: approved by motion of Michelle Reid and seconded by Blanca Soto, motion carried unanimously.
- November & December 2021 Meeting Dates: Meeting for November will be 11/18/2021; December has been tentatively set for 12/21, however it will be discussed further in the November meeting.
- Executive Session: approval to begin at 4:40 - approved by motion of Pete Myers and seconded by Nancy Vierthaler, motion carried unanimously. To end at 4:50 - approved by Pete Myers and seconded by Blanca Soto, motion carried unanimously.

Motion to adjourn: approved by motion Blanca Soto and seconded by Michelle Reid, motion carried unanimously.

Next DCPL Board Meeting: Thursday, November 18, 2021, at 4:00 p.m.

Future Meetings: December 21, 2021.



Meeting ended at 4:54 by motion of Blanca Soto, seconded by Michelle Reid, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____