



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes
December 28, 2021, 4:00 p.m.
Lower-Level Meeting Room

Board Members Present: Nancy Vierthaler, Hailey Zimmerman, Michelle Reid (zoom), Pete Myers, Paula Ripple (zoom), Beth Love

Board Members Absent: Blanca Soto, Debby Eddy

Other attendees: Lori Juhlin, Executive Director, April Wilson, Administrative Assistant, and Malayna Maes

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

There were no agenda additions; the agenda was approved by consensus.

Public comment: None

Other Presentations, Reports or Announcements: None

Consent Calendar:

- Paula Ripple moved to approve the consent calendar, Hailey Zimmerman seconded, and the motion carried unanimously.

Director's Report:

- Covid-19: there have been some exposures and some illnesses; Ms. Juhlin stated that we have ample hand sanitizer and are regularly cleaning patron areas. She has not seen much covid transmission.
- Hiring Update: Ms. Juhlin has received 7 applications for the KHC Archives Librarian and several are promising. There have been no applications for the Assistant Director position. Ms. Juhlin will continue to post nationally for that position.
- NCS Migration: the library has successfully migrated to Office 365 and we are already seeing the benefits of this.
- Building: Ms. Juhlin stated that we have some roof damage due to the recent windstorm. She is talking with the city and they will want to know what we can contribute to the roof repair using our Capital Improvement funds.
- Magazines: Ms. Juhlin stated that the shelving has been installed. She has subscribed to about 80 - 90 magazines. Most are in, but some will start arriving in January 2022. She mentioned that many magazines the library previously received are no longer in circulation. Spanish circulars are about 8 - 9 total.



Old Business: none

New Business:

- Approval of GAAP Waiver for Audit of FY 2021: motion approved by Hailey Zimmerman and seconded by Michelle Reid, motion carried unanimously.
- Approval of 2022 Budget; Mr. Myers was concerned about reducing the number of library materials in the budget. Ms. Juhlin explained that some staff are not spending a full budget, utilities have increased and the Spanish budget has increased, excluding audio. Ms. Zimmerman asked if a decrease in the budget will affect actual resources. Ms. Juhlin answered no. Mr. Myers wants to see a spreadsheet of how many books go out from different sections of the library. Ms. Juhlin will send him the spreadsheet. Motion approved by Ms. Zimmerman, seconded by Michelle Reid. Motion was not carried unanimously with Mr. Myers against. Approval of staff raises: motion was approved to give 1.5% raises to staff by Ms. Ripple and seconded by Ms. Reid, motion carried unanimously.
 - Approval of Janitorial Contract with ServiceMaster: Ms. Ripple asked what duties Frank and Alvaro do daily/weekly/monthly. Ms. Juhlin answered dependent upon the weather they mow/snow, clear sidewalks (City takes care of the parking lots); Inside, they work on various projects. Ms. Juhlin explained that ServiceMaster will provide service 5 days a week, cleaning after hours. They will deep clean on days they are open, but the library is closed. Ms. Zimmerman asked if the contract includes clean ups from leaks. Ms. Juhlin answered there will be an additional fee but discounted. The contract is for 1 year. Motion approved by Hailey Zimmerman and seconded by Nancy Vierthaler, motion carried unanimously.
- Approval of Personnel Policy Handbook: Ms. Maes gave a brief review and explanation of handbook. It is broken down into sections - introduction; employment-based policies; hours worked, PTO (Paid Time Off), leaves; wages/compensation; benefits; health/safety/security; employee conduct; miscellaneous/general workplace; and acknowledgement form for employees to sign indicating their understanding the current handbook. Ms. Zimmerman asked Ms. Maes if there are any written procedures to accompany the handbook. Ms. Maes answered that Ms. Juhlin will create processes and procedures. Ms. Zimmerman asked Ms. Juhlin if we have all the supporting documents, to which Ms. Juhlin answered that we do. Motion approved by Nancy Vierthaler and seconded by Michelle Reid; motion carried unanimously.
- Designation of Board Member Representative for Mediation: mediation is scheduled for January 25, 2022 at 3:15 p.m. by video conference. Ms. Vierthaler volunteered.
- Change of Date for January Board Meeting: next board meeting will be held on 1/27/22 at 4:00 p.m. motion was carried unanimously.



- Consideration and Recommendation of Board Member Applications: We received 3 applications from Blanca Soto, Mary Hall, and Patrick Lopez. Ms. Juhlin stated that Ms. Soto mentioned that remaining as a board member is low on her preference. Ms. Ripple stated that she likes Ms. Hall and Mr. Lopez. Ms. Juhlin stated that she will let the board know if any more come into the office.
- Discussion of Possible Change of Banks: Ms. Juhlin discussed the issues we are having with Sunflower Bank; in particular one issue where she had difficulty paying the credit cards. She has spoken to 3 banks: Fidelity, Landmark, and Western State. Western State doesn't have the features we need. Fidelity doesn't have a money market for public funds or positive pay. So, we should just keep them for the account we have with them. Landmark uses DocuSign which will help with the switch of signatories from the new board. Zach Schneweis will help with the bank transfer, but this decision does not need to be made now.

Motion to adjourn: approved by motion by Michelle Reid and seconded by Hailey Zimmerman, motion carried unanimously.

Next DCPL Board Meeting: Thursday, January 27, 2022, at 4:00 p.m.

Future Meetings: Tuesday, February 22, March 22, and April 26, 2022.

Meeting ended at 5:30 by motion of Michelle Reid, seconded by Hailey Zimmerman, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____