



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
 Board Meeting Minutes
 March 22, 2022, 4:00 p.m.
 Lower-Level Meeting Room

Board Members Present: Nancy Vierthaler, Mary Hall, Michelle Reid, and Mayor E. Kent Smoll. Zoom: Paula Ripple, Debby Eddy, Kyra Hahn, and Patrick Lopez

Board Members Absent: Pete Myers

Other attendees: 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 Michelle Reid

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

Public comment: None

Other Presentations, Reports or Announcements:

- Board Training Session, Wednesday, March 30th at 4:00 p.m.; will be held in the Lower-Level Meeting room. There will be 3 people attending from the Central Kansas Library System. Box dinners will be provided. It should last approximately 1 ½ - 2 hours.
- Welcome to new Library Board member Mary Hall
- City Commission 4/4/2022-Roof Bid Approval and National Library Week Proclamation: Ms. Juhlin, Ms. Grizzell, Mr. Mason, and Mayor Smoll will attend

Consent Calendar:

- Approval of bills for March 2022: Mayor Smoll asked about Schneweis and if they were a necessary expense. Ms. Juhlin stated yes. Mayor Smoll would like to see a balance sheet and income statement. Ms. Juhlin stated she will provide them. Bills were approved by Ms. Vierthaler and seconded by Ms. Hall; motion carried unanimously.
- Approval of February 22, 2022, Board minutes: approved by Ms. Eddy and seconded by Ms. Vierthaler, motion carried unanimously.

Director's Report:

- NCS Migration: Migration of data on server to occur shortly after this board meeting.



- Personnel Updates: Mr. Mason started as Archives Librarian in KHC on 3/3/2022. Ms. Grizzell signed her lease on 3/22/2022 and will do some virtual work starting 3/21/2022 with anticipated on-site beginning of April 2022. Ms. Hahn's last day will be 3/31/2022. Ms. Ortiz' last day was 3/19/2022. Ms. Juhlin will be advertising for her position next week.
- Sunflower to Landmark transition: Our current credit card processing was set up under Diedre Lemon's personal social security number and we are not able to transfer bank information. Ms. Juhlin is working with the bank on an option tied to our current account since we are a governmental entity. Ms. Juhlin anticipates closing out the Sunflower accounts by the end of March 2022.
- Building: We are still waiting on approval of the bid for the roof. Ms. Juhlin stated that trying to meet with Nick is almost impossible. See more on this below under Old Business - Capital Improvement Requests

Board Member Reports/Comments: Ms. Ripple stated that she loves the library's technical education. Ms. Reid stated that they don't need the monthly reports from Jhacklein, Eve, Carissa, and Kyra. It's fine to funnel this information through Ms. Juhlin

Old Business:

- Designation of Members for Standing Committees: Personnel, Finance, Building, and Policy: Ms. Juhlin asked Ms. Hall which committee(s) she would like to be a part of. Ms. Hall stated she would like to be in the Personnel committee. Ms. Juhlin would like to set up the first meeting over the next month and it can be via email.
- Discussion of pay scale updates: Ms. Juhlin stated that to attract more qualified people we need to raise our pay scale. We can afford to do this because we are not hiring for an in-house IT tech. Ms. Ripple stated that we should be clear that employee benefits are part of the pay. She suggested the personnel committee meet before the next board meeting to discuss this further.
- Budget 2023 Discussion:
 - Capital Improvement Requests: Ms. Juhlin had a conversation with Melissa McCoy in which the library committed to paying \$25,000 - \$50,000 upfront and payments of \$5,000 per year for the next 5 years, dependent on budget approval. Ms. McCoy sent the latest MOU (10/17/2016) via email on 3/22/2022. She stated that the City Manager will present a recommendation at the next city commission meeting on 4/4/2022 for approval of the roof if the library contributes \$150,000 to be paid back over a 3-year period, beginning with the 2023 budget.
 - Other priorities: Ms. Juhlin asked that you let her know before 5/1/2022 because that is the city deadline. We will approve the budget next board meeting.

New Business:



- Discussion and possible approval of consulting with Ana Ruiz Morillo – staff training and work on outreach to Latinx community: Mayor Smoll suggested we reach out to the plants for help in funding Morillo Consulting. Ms. Juhlin stated that she would reach out to them. Contract was approved by Ms. Vierthaler and seconded by Ms. Hall; motion carried unanimously.

Motion to adjourn at 5:22 p.m. approved by Ms. Ripple and seconded by Ms. Vierthaler, motion carried unanimously.

Next DCPL Board Meeting: April 26, 2022, at 4:00 p.m.

Future Meetings: May 23rd, June 28th, July 26th

Meeting ended at 5:22 by motion of Ms. Ripple, seconded by Ms. Vierthaler, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____