



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes
April 26, 2022, 4:00 p.m.
Lower-Level Meeting Room

Board Members Present: Mary Hall, Michelle Reid, Debby Eddy, Paula Ripple, and Pete Myers. Zoom: Patrick Lopez

Board Members Absent: Nancy Vierthaler and Mayor E. Kent Smoll

Other attendees: Lori Juhlin, Executive Director; Rebecca Grizzell, Assistant Director; John Mason, Supervisor of KHC; 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 Paula Ripple

Agenda Additions and/or Approval: Agenda approved by Ms. Reid and seconded by Mr. Myers; motion carried unanimously.

Public comment: None

Other Presentations, Reports or Announcements:

- Ms. Juhlin introduced Ms. Grizzell as the new Assistant Director

Consent Calendar:

- Approval of bills for April 2022
- Approval of March 22, 2022, Board minutes
- Approval of March 30, 2022, Board Minutes: Ms. Juhlin stated there was no quorum when Mr. Myers left at 4:30, but training continued. Consent calendar was approved by Ms. Hall and seconded by Mr. Lopez; motion carried unanimously.

Director's Report:

- NCS Migration: NCS will install Archives space on the server for Mr. Mason to get our finding aids via our website. They will also install a new back-up power supply in the server room. Ms. Juhlin stated that we are starting to work on an update to our phone system structure in how calls are routed.
- Personnel Updates: Mr. Mason is settling in well in his new position, working through the archive and listing items needed. Ms. Grizzell finished her 2nd full week on-site. We are currently advertising for the Customer Service Assistant and Cultural Engagement coordinator positions.



- Budget: Please see below under Approval of 2023 Budget request, including priority CIP projects
One change in the budget from last year is using money from the fees fund to pay for copier contracts, telephone, and fax line, certain supplies, and likely towards programming and other services. Fees fund is money collected for copies, faxes, and other services.
- Building: The roof bid was approved on April 4th. Ms. Juhlin stated that we are waiting for when the work will start.
- Sunflower to Landmark transition: closure of Sunflower bank account is complete except for 1 Visa payment to be made.
- Community Relations/Connections: Ms. Reid asked about a summer calendar and Ms. Juhlin answered there will be one in a week or two. She also mentioned that a video is being made for outreach.
- Library Use Statistics: door count grew in March.
- Staff Training: Ana Ruiz Morrillo will be onsite from June 3rd-7th to observe and provide training to staff. Ms. Morrillo wanted to observe how we conduct outreach so she will be attending the Main Street Festival on June 4th.

Board Member Reports/Comments: Ms. Ripple stated that she and Ms. Juhlin met with the city about our roof repairs. Nick asked many questions about the library.

Old Business: none

New Business:

- Discussion and Allocation of Funding received for KHC from USD 443: We have received \$235,980 from USD 443 to pay for KHC salaries. Mr. Mason is requesting \$16,000 to go towards purchasing archival storage, digitization equipment and other supplies to preserve, protect and digitize collections. Ms. Hall moved to approve \$18,000 to go towards upgrading KHC archives and Ms. Eddy seconded, motion carried unanimously.
- Discussion and Potential Approval of Pay Scale Updates: Ms. Juhlin discussed how the personnel committee met to discuss better compensation to keep and attract employees. Approved by Ms. Reid and seconded by Ms. Eddy, motion carried unanimously.
- Approval of 2023 Budget Request, including Priority CIP Projects: After a discussion with the finance committee, the following request was determined:
 - 5% increase in General Fund: from 2022 budget of \$1,060,000 to \$1,113,000 for 2023
 - 3% increase in Employee Benefits: from 2022 budget of \$226,600 to \$233,398 for 2023.
 - Overall budget increase would be 4.65%
 - 12% would be allocated to materials, a slight increase over 2022
- CIP Requests in Order of Priority:
 - Main floor restrooms remodel to make them ADA compliant



- Small renovation to create 2-3 study rooms
- Technology upgrades
- Potential refresh of kitchen and bathrooms for Lois Flanagan room (2024-2025)

Mr. Myers moved to approve the 2023 budget request and seconded by Ms. Eddy; motion carried unanimously.

- Budget Schedule for Roof Contribution: Ms. Ripple and Ms. Juhlin is working with the city and have promised \$150,000 to the city for the roof repair within the next several years. Ms. Juhlin stated that currently we have \$115,670 in Capital Improvement. If we can put \$106,000 (maximum allowed) into Capital Improvement this year it will raise our current CIP fund to \$221,670. Ms. Juhlin presented 2 possible payment schedules:
 - Payment schedule 1: 2022: \$75,000; 2023: \$75,000
 - Payment schedule 2: 2022: \$50,000; 2023: \$50,000; 2024: \$50,000
 Ms. Hall moved to approve payment schedule 1 and seconded by Ms. Eddy; motion carried unanimously.

Motion to adjourn at 4:52 p.m. approved by Mr. Lopez and seconded by Ms. Hall, motion carried unanimously.

Next DCPL Board Meeting: May 23, 2022, at 4:00 p.m.

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

Meeting ended at 4:52 by motion of Mr. Lopez, seconded by Ms. Hall, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____