



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes
May 24, 2022, 4:00 p.m.
Lower-Level Meeting Room

Board Members Present: Mary Hall, Michelle Reid, Debby Eddy, Paula Ripple, and Nancy Vierthaler.

Board Members Absent: Patrick Lopez, Pete Myers, and Mayor E. Kent Smoll

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 4:07 by Paula Ripple

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

Public comment: None

Other Presentations, Reports or Announcements:

Consent Calendar:

- Approval of bills for May 2022: approved by Ms. Reid and seconded by Ms. Hall, motion carried unanimously.
- Approval of April 26, 2022, Board minutes: approved by Ms. Reid and seconded by Ms. Hall, motion carried unanimously.

Director's Report:

- NCS: all the work proposed by NCS has been completed.
- Personnel Updates: Claudia Martinez started here on 5/23/2022 as the new Cultural Engagement Coordinator. Emileigh Frederking was supposed to start on 6/6/2022 but has since declined. Future hiring plans include looking for Sam's replacement in mid-July before he retires at the end of September.
- Building: we are working with Juarez Lawn & Landscaping for the landscaping refresh. We will be adding 30 plants in the front and Alvaro will refresh the mulch yearly.
- Other Projects: we are currently shifting and rearranging the main floor. Audiobooks and Playaways are moving to the front of non-fiction with non-fiction shifting back. We are also going from 6 shelves to 5 because the top shelves are hard to reach. After a theft of 11 Nintendo Switch cartridges, we



have temporarily moved them to the front desk while we work on security measures.

- Library Use Statistics: circulation and door count have both increased.
- 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. Her schedule will be as follows:
 - 6/3/2022: arrive mid-day and observe staff, look at collections, and talk with staff
 - 6/4/2022: Main Street Festival
 - 6/5/2022: off day
 - 6/6/2022 - 6/7/2022: training of staff

Board Member Reports/Comments: Ms. Reid mentioned the pothole on the property. Ms. Juhlin state it will be fixed. Ms. Ripple stated that she is moving, and we need to look for her replacement. Her last board meeting with be in June. She asked Ms. Juhlin about the SLP video and Ms. Juhlin stated that it is complete and posted on social media.

Old Business: none

New Business:

- Resolution 2022-01 - to pay certain bills online and out of cycle: Ms. Juhlin explained that is needed yearly. Approved by Ms. Vierthaler and seconded by Ms. Reid, motion carried unanimously.
- Copier Replacement Approval: Ms. Juhlin discussed how we are paying for a lot of overages with Century. Our contract ends 10/2023. We are paying maintenance fees on 2 of our copiers. She explained that we can buy copiers outright and save on monthly fees. If we go with NCS for our copier needs, we will pay \$110 per month which includes toner and servicing. Currently with Century we are paying \$300 per month. She mentioned that we will eventually go from 5 copiers to 4. Motion approved by Ms. Hall and seconded by Ms. Eddy; motion carried unanimously.
- Tour of Library grounds and facilities: Ms. Juhlin took the board on a tour of the library
- Discussion of goals for the library: Ms. Ripple stated that discussing goals should be quarterly or biannually. We also need to bring them to the attention of the city, so they are aware of our needs. She also asked if we were going to refurbish the bathrooms in the Lois Flanagan meeting room. Ms. Juhlin said yes, in the future. Ms. Ripple asked about removing the kitchen in the Lois Flanagan meeting room. Ms. Juhlin said that no because we need a sink in there for crafting.

Motion to adjourn at 5:18 p.m. approved by Ms. Vierthaler and seconded by Ms. Eddy, motion carried unanimously.



Next DCPL Board Meeting: June 28, 2022, at 4:00 p.m.

Future Meetings: July 26th, August 23rd, September 27th

Meeting ended at 5:18 by motion of Ms. Vierthaler, seconded by Ms. Eddy; motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____