



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
 Board Meeting Minutes
 June 28, 2022, 4:00 p.m.
 Lower-Level Meeting Room

Board Members Present: Mary Hall, Michelle Reid, Debby Eddy, Patrick Lopez, and Nancy Vierthaler.

Board Members Absent: Paula Ripple 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 4:03 by Michelle Reid

Agenda Additions and/or Approval: No agenda additions; Agenda approved by consensus.

Public comment: None; Ms. Reid commented on how friendly staff is when greeting patrons

Other Presentations, Reports or Announcements: none

Consent Calendar:

- Approval of bills for June 2022: approved by Ms. Hall and seconded by Ms. Eddy, motion carried unanimously.
- Approval of May 24, 2022, Board minutes: approved by Ms. Eddy and seconded by Ms. Vierthaler, motion carried unanimously.

Director's Report:

- Personnel Updates: Ms. Juhlin stated she is pleased with Vivian Nguyen and Deysi Ponce joining our team as part-time library assistants. Deysi will start on July 22nd and Alicia Meyers started on June 27th. Ms. Juhlin will be working with John Mason on drafting the requirements to fill Sam's replacement. Ms. Juhlin also drafted the job description for a Technology Trainer with hopes to have someone hired by August.
- NCS: A scanner for KHS and a new copier have been ordered. NCS has hired a technician for Garden City meaning we will see them more often.
- Budget: As Ms. Juhlin waits to learn more on budget scheduling, she may call on library board members to attend City Commission meetings to support our request.
- Building: Juarez Lawn & Landscaping completed the landscaping on 6/16/2022.



- Other Projects: The non-fiction and audiobook rearrange is almost complete. Ms. Juhlin is working on ordering new equipment for meeting spaces as our meeting rooms have increased usage. The goal is to have the same basic equipment in both spaces. New projectors, laptop and projector stands, and rolling white boards have been ordered.
- Library Use Statistics: Door count has increased.
- Staff Training: Staff enjoyed the training sessions with Ana Ruiz Morillo. There will one additional online training with her in the next few weeks. Summer programming is successful with a real community interest in programs again.

Board Member Reports/Comments: none

Old Business: none

New Business:

- Recommendation for replacement terms on Library Board: Ms. Juhlin received 6 applications but 2 are outside of city limits. Two of the 4 applicants need to be chosen for unfinished terms. Motion to approve applicants – Chantal Armenta and Miquel Coca was approved by Ms. Hall and seconded by Ms. Eddy; motion carried unanimously.
- Elevator – Approval of Quote to update compliance: The state of Kansas requires elevators to be licensed starting next year. By approving this it will bring us to compliance. The cost will be \$7,293 not including a phone with its own dedicated line. There is no phone currently in the elevator. There are funds available in General or Capital Improvement funds. Motion approved by Ms. Vierthaler and seconded by Ms. Eddy; motion carried unanimously.
- Discussion and possible approval of Fee's Fund Expenditure: Currently copier contracts and the Cox phone bill are paid from Fees. Ms. Juhlin proposes that we use the fees fund to go towards things that affect patrons. Currently there is \$147,000 in our fees fund and approximately \$1,000 is added monthly. Ms. Juhlin went through 3 digital resources.
 - Overdrive Magazines: unlimited use and patrons can access by Libby. They have over 3,000 items and the cost is \$5,000 annually.
 - Kanopy: owned by Overdrive. Library can set the budget.
 - Hoopla: Owned by Midwest Tape. It includes simultaneous use of audiobooks, ebooks, comics, TV, and magazines. It is a pay per use. Approval to pay \$1,000 per month for Hoopla and re-instating Overdrive Magazines was motioned by Ms. Vierthaler and seconded by Mr. Lopez; motion carried unanimously.
- Possible Election of Officers: Currently the President position is vacant. Ms. Juhlin stated that the board can pick President now or wait until next month to decide when the 2 new board members are here. Board decided to vote now. Ms. Vierthaler nominated Ms. Reid for president, seconded by Ms. Hall. Mr. Lopez nominated Ms. Vierthaler for Vice President, and was



seconded by Ms. Hall. Motion to approve Ms. Reid for President and Ms. Vierthaler for Vice President was approved by Ms. Hall and seconded by Ms. Eddy; motion carried unanimously.

- Change Signatories for Library Accounts: Motion to remove Ms. Ripple and Ms. Vierthaler from accounts was approved by Mr. Lopez and seconded by Ms. Hall; motion carried unanimously.

Motion to adjourn at 4:58 p.m. approved by Ms. Reid and seconded by Mr. Lopez, motion carried unanimously.

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

Future Meetings: August 23rd, September 27th, October 25th

Meeting ended at 4:58 by motion of Ms. Reid, seconded by Mr. Lopez; motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____