



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

Board Members Present: Nancy Vierthaler, Mary Hall, Patrick Lopez, Michelle Reid, Chantal Armenta, and Mayor E. Kent Smoll

Board Members Absent: Miguel Coca, and Debby Eddy

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 4:02 by Michelle Reid

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

Public comment: None

Other Presentations, Reports or Announcements: none

Consent Calendar:

- Affirm email votes for July claims and Staff Training Closure: Ms. Juhlin confirmed email votes were 6 - 0 to affirm
- Approval of Bills for August 2022
- Approval of June 28, 2022, board minutes  
Consent Calendar motion was approved by Mr. Lopez and seconded by Ms. Hall; motion carried unanimously.

Director's Report:

- Programs/Outreach: On August 26-28, the Mexican Consulate will be visiting. On September 18 at 3:00 will be Words Save Lives event with Huascar Medina at the DC3 Little Theatre.
- NCS: Ms. Juhlin met with NCS to go over the 5-year forecast. They discovered that many of the staff's PCs are out of warranty with many 6-7 years old. They will evaluate which should be replaced first and will be purchasing several this year and next with 8 per year following that in standard rotation. We have met the technician that is working from the Garden City office. We will see more of Ryan transition to on-site. We will discuss the NCS contract at the September meeting since that will renew on 11/1/2022.



- Kansas Heritage Center: We have been getting in supplies on a regular basis and Mr. Mason is organizing the archives.
- Other Projects: Hoopla was added to the catalog and website before August 1, 2022. In July, we had 41 circulations among staff and some patrons. In August, we have had 68 checkouts. A news release is planned for the near future.
- Library Use Statistics: Library usage is a little down from last year.
- Staff Training: It was a great staff training day with a lot of good information. Lunch was provided by Taco City. For the remaining months we will have a monthly training assignment for all staff.
- Patron Incidents: Several involve the blue van parked in the south public lot. One man stole our donation jar, and we now have a procedure to empty the jar each night. Mayor Kent told Ms. Juhlin to call the police and have the van removed.

Board Member Reports/Comments: Ms. Hall asked if there would be a Spanish Facebook page, Ms. Juhlin answered that Claudia and Jhackelin are working on one.

#### Old Business:

- Discussion of Draft Collection Development Policy: Ms. Juhlin modeled this policy after a library she knows. The policy will explain the philosophy and procedures to challenge any material in the library. Motion to approve policy was approved by Ms. Vierthaler and seconded by Mr. Lopez; motion carried unanimously.

#### New Business:

- Discussion on expanding security cameras to cover key areas: Mayor Kent asked how many cameras we currently have, and Ms. Juhlin said 24 interior and exterior. Ms. Reid asked if we should fill in the gaps or get a completely new system. Ms. Juhlin does not know if the current system is expandable. In addition, we cannot upgrade software, therefore they will no longer work. Current cameras are unreliable and frequently do not record or pull up active footage. Board approved getting bids for security cameras.
- Approval to apply for Leadership Transformation Grant from KLC: Ms. Juhlin and Eve Wayman have completed the first section. Library will purchase the books for staff. If the grant is awarded, then Ms. Grizzell, Mr. Mason, Ms. Montalvo, Ms. Thomson, Ms. Martinez, Ms. Meyers, Ms. Reinert, Ms. Schinstock, plus an additional 2-3 full-time employees will complete the “Your Leadership Edge” training. Ms. Juhlin will need a letter of support from the board, and this is due by 9/16/2022.
- Approval and recommendation for Lori to enroll in MiniMPA with WSU: Ms. Juhlin mentioned that much of her master’s in library science focused on the library side of things. She feels that additional courses in administration will be beneficial. It is a 4–5-month program meeting every



Friday morning from January to April 2023 and will include HR, local government, collaboration and other topics relevant for local government. She needs a letter of recommendation from the board and that is due by the end of November. Ms. Juhlin would like to have it by 11/1/2022.

- Discussion of travel expense reimbursement for ARSL Conference - Chattanooga: Ms. Juhlin will be attending the Association for Rural and Small Library Conference. She said that due to flight costs and options, it would be easier for her to drive to Chattanooga, TN. Mayor Kent asked what the board policy was for using personal vehicles on company functions. Ms. Juhlin said it is allowed with mileage reimbursement. Mileage for one way is 955 miles at .625 = \$596.88. Hotel expense will be \$815.20, meals expense will be \$90.00, the total expenditure is \$1502.08. The conference registration has already been paid and was \$488.93. Mayor Kent asked her to look at the liability limits for using a personal vehicle. Ms. Juhlin assured him that she has full coverage on her vehicle but will verify in the personnel handbook.

Motion to adjourn at 4:49 p.m. approved by Mr. Lopez and seconded by Ms. Vierthaler, motion carried unanimously.

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

Future Meetings: October 25<sup>th</sup>, November 22<sup>nd</sup>

Meeting ended at 4:49 by motion of Mr. Lopez and seconded by Ms. Vierthaler; motion carried unanimously.

Approved (Date) \_\_\_\_\_

Board Chair \_\_\_\_\_

DCPL Director \_\_\_\_\_