



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES  
Board Meeting Minutes  
October 25, 2022, 4:00 p.m.  
Lower-Level Meeting Room

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

Board Members Absent: Miguel Coca and Mayor E. Kent Smoll

Other attendees: Lori Juhlin, Executive Director; Rebecca Grizzell, Assistant 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

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

Public comment: None

Other Presentations, Reports or Announcements: Ms. Juhlin announced that the tickets for Wine & Cheese will be \$25 per person

Consent Calendar:

- Affirm email votes for September claims & contract with Ana Ruiz Morillo
  - Approval of Bills for October 2022
  - Approval of August 22, 2022, board minutes
- Consent Calendar motion was approved by Mr. Lopez and seconded by Ms. Eddy; motion carried unanimously.

Director's Report:

- October: On October 25, 2022, Ms. Juhlin met with Erica & Dr. Cast-Brede to discuss the certificate program with DC3. Vivian Nguyen's last day will be 11/8/2022.
- Kansas Heritage Center: The library received notification that we were named in the will of Trohman Robinson II. Ms. Juhlin is not aware of what we will be receiving, but she will inform the board when she learns more.
- Staff Training: Ms. Grizzell, Ms. Wayman, and Ms. Juhlin will be the leadership team for our new grant. She is going to work on staff schedules to ensure they can take part but won't incur interruptions at the library.
- Patron Incidents: Lawrence Martinez has been banned from the library due to a recent incident. Alvaro Ortiz informed Ms. Juhlin that someone was arrested from the blue van across the street.



Board Member Reports/Comments: None

Old Business:

- 2023 Budget Discussion: Ms. Juhlin attached the draft budget to the board packet. We will want to approve the line-item budget in the November meeting. If board members have any questions, please email her.
  - Staffing: Ms. Juhlin mentioned that staff discussed potential positions since we were unable to fill the Library Technology coordinator position. One position would be a security guard. Ms. Reid stated she didn't feel that was necessary. Mr. Lopez stated that maybe it could be a part-time position. Ms. Reid said that she doesn't like the message it will send to patrons. She asked Ms. Juhlin to check with other libraries to see who and how many have security guards. Another position suggested was for a Teen Programming Coordinator. Ms. Reid asked her who did this in the past. Ms. Juhlin answered Matt and Brooke pre-covid and currently Cindy and Rebecca. Ms. Reid asked if Cindy could also do Teen programming, maybe balance between this and children. Ms. Juhlin answered that yes, Cindy could do both. Lastly, a suggestion for Technical Services to help Eve. Ms. Reid asked if this was a librarian position. Ms. Juhlin answered no, it will be series management.
  - Capital Improvement: The library anticipates having a capital improvement fund of \$105,000 by the end of 2022, this will include setting aside \$75,000. Next year, \$80,000 will be added with a planned expenditure of \$75,000 for the second payment on the roof. Our available balance for 2023 will be approximately \$110,000.
- Discussion and Approval for 3<sup>rd</sup> Credit Card for Amazon Purchases due to their line of credit ending: The credit limit would be \$2,000 per month. Ms. Vierthaler asked what the 2 other credit cards are used for. Ms. Juhlin answered they are used for memberships, conferences, software, and buying locally. Motion to approve 3<sup>rd</sup> credit card with a limit of \$2,000 to be used exclusively for Amazon was approved by Ms. Eddy and seconded by Mr. Lopez; motion carried unanimously.
- Discussion on resolution against book bans: Mr. Lopez and Ms. Reid like the template Resolution Against Book Bans. Ms. Juhlin is to bring edited copy to November meeting.
- Approval for Lori to apply for MiniMPA with Wichita State University & determine funding: The application is due by 11/30/2022 and it will not result in college credits. Ms. Reid was wondering how long an employee will need to work for the library after they receive this credential. Ms. Hall answered she thought the employee would have to commit to 3 years, but she will verify it. Ms. Reid asked if this agenda item could be voted on in an email after they get the information.

New Business:



- Executive Session: Ms. Reid requested to move this item to the end of the session. All consented.
- Approval to close at 4 p.m. on 11/4/2022 for Wine & Cheese: Motion to approve closure approved by Ms. Vierthaler and seconded by Mr. Lopez, motion carried unanimously.
- Renewal of Contract for NCS, including in person support: Motion to approve NCS contract was approved by Ms. Armenta and seconded by Ms. Eddy, motion carried unanimously.
- Discussion & Possible approval of Camera Work by NCS: Ms. Juhlin presented an estimate for \$35,450.00 to replace existing cameras with 26 indoor cameras and 14 outdoor cameras. The current camera system is at the end of its life and cannot add new cameras, so they would be totally replaced. Ms. Reid asked her to come up with a lower, mid-range quote. Ms. Juhlin will do so.
- Friends of the Library- Appoint Liaison to FOL Board & Discussion: Ms. Juhlin has had discussions with the state as our current FOL do not follow guidelines including filing an annual 990, being registered as a non-profit among others. She also mentioned that some funds received to benefit the library have been used for other purposes. According to the board's bylaws, the board should be appointing one of its members to serve as a liaison between the board and the FOL. Ms. Hall volunteered to be that liaison. Approval of Ms. Hall to act as liaison was approved by Ms. Vierthaler and seconded by Mr. Lopez, motion carried unanimously.
- Set November & December Meeting Dates: Next meeting will be 11/15, 2022 and December's meeting will be on the 20<sup>th</sup>.
- Executive Session: Ms. Vierthaler made a motion to break into executive session for 30 minutes, Ms. Hall seconded, motion carried unanimously. Executive session began at 4:57 p.m. and ended at 5:25 p.m. Ms. Hall made a motion to go into executive session for an additional 30 minutes, Ms. Vierthaler seconded, motion carried unanimously. Executive session began at 5:25 and ended at 5:47 p.m. Mr. Lopez moved to adjourn the meeting, Ms. Hall seconded, motion carried unanimously. Meeting ended at 5:48 p.m.

Motion to adjourn at 4:55 p.m. approved by Mr. Lopez and seconded by Ms. Eddy, motion carried unanimously.

Next DCPL Board Meeting: November 15, 2022, at 4:00 p.m.

Future Meetings: December 20, 2022; January 24, 2023; February 28, 2023, March 28, 2023



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

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

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

