



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES  
Board Meeting Minutes  
February 28, 2023 4:00 p.m.  
Lower-Level Meeting Room

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

Board Member present on Zoom: Mayor Burns

Board Members Absent: None

Other attendees: Rebecca Grizzell, Interim Director; and April Wilson, Administrative Assistant

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:01 p.m. by Ms. Vierthaler and seconded by Mr. Coca, motion carried unanimously.

Agenda Additions and/or Approval: none

Public comment: None

Other Presentations, Reports or Announcements: None

Consent Calendar:

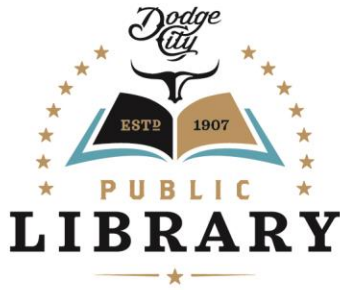
- Approval of bills for February 2023: approved by Ms. Hall and seconded by Mr. Lopez, motion carried unanimously.
- Approval of January 24, 2023, board minutes: approved by Mr. Lopez and seconded by Ms. Armenta, motion carried unanimously.

Interim Director's Report:

- Meetings & Upcoming Events:
  - Puzzle Club held weekly for babies to advanced.
  - Baby Storytime (English and Spanish) held monthly.
  - Pop-up Play time held monthly.
  - Guatemalan Consulates held on March 11 and 12, 2023. Melissa McCoy from the city will be here to help.
  - Tween Craft Day held monthly.
  - Loteria held twice a month.
  - Table Readers Theatre held on March 25, 2023.
  - Adult Trivia Night held monthly. This month's theme is based on the show, "The Office."



- Ms. Grizzell stated that it would cost around \$1,000.00 to get story walk up to code. However, Alvaro Ortiz was able to find 3 story walk frames. Ms. Grizzell and Mr. Ortiz will meet with Daniel Cecil to discuss installation of the frames so the library will be up to code.
- Dr. Seuss Day held on March 3, 2023. Staff will be going to Linn Elementary to read to students.
- Personnel Updates:
  - We have hired Saul Torres to be Alvaro's assistant in the Grounds and Maintenance department. We have also hired Daisy Hernandez-Lopez as a full-time library assistant. Both Saul and Daisy have worked here before.
  - Ms. Grizzell showed a comparison report that shows the OfficeVibe scores from February 2022 and February 2023. More employees are exhibiting a higher engagement than before. She continues to encourage staff to use OfficeVibe to give anonymous feedback.
  - The DCPL Padlet is successful. If board members wish to see what staff are saying about other staff, they can go to DCPL Appreciation Station.
- NCS:
  - Ms. Grizzell stated that she and Ms. Wilson have been working on lowering the costs associated with NCS. Until a decision has been made as to whether to keep NCS, all talks of camera and phone replacements are on hold.
  - Ms. Grizzell also mentioned that we are looking into Starr Computer Solutions, a local company, to see if a complete and safe transfer is possible.
  - DCPL had spent over \$100,000.00 on NCS in 2022. Ms. Reid mentioned that Ms. Juhlin assured the board that the cost for NCS would be less than hiring 1 full-time IT person.
- Budget:
  - All staff and supervisors who purchase materials have been given a copy of the 2023 budget so that they may be aware of their budget and can keep track accordingly.
  - Ms. Grizzell and Ms. Wilson have been working with Sandra Rodriguez from Landmark Bank and with Zach Schneweis from Schneweis accounting, to get monthly financial statements and to further understand the library's bank accounts.
  - We have 3 accounts with Landmark.
    - General account which is used for expenses, payroll, and building maintenance.
    - Money Market account which acts as our savings account and is used for emergencies only.
    - Sweep account which has \$0.00. It is in place as accounts with more than \$250,000 are not insured with the FDIC. There is an attachment to the board packet that explains this further.
- KHC:



- John Mason, the Archives Librarian, is beginning to do outreach events around town, as well as inviting speakers to the library.
- Ms. Grizzell has not heard anything regarding the will of Trohan Robinson II. Ms. Vierthaler mentioned that she spoke with Dan Love, and he said that most of the stuff has gone to the Legacy Center.
- Building: We are waiting for an estimate from McVey construction. This is regarding the incident in which a patron ran over the front staircase leading from Second Avenue to the Library.
- Other Projects:
  - DCPL will partner with Girl Scouts of America Troop #60202 to create more Little Free Libraries in Dodge City.
  - Friends of the Library are donating money to create a Little Free Library. Ms. Grizzell has been working with Daniel Cecil from Parks & Recreation for a proposed location in Beeson Park.
- Library Use Statistics:
  - a total of 7,455 materials have been checked out for January and February 2023.
  - Door count was 7,619 patrons from 1/1/2023 to 2/21/2023.
  - Attendance for programming - Early Lit/kids (65); Bilingual (71); Teen/Tween (12); and adult (60); for a total of 208 patrons attending programs.
- Staff Training:
  - Our next staff meeting will be held on 3/1/2023 at 8:00 a.m.
  - Ms. Grizzell has completed her new director training with Richard Burkman from SWKLS. Mr. Burkman needs to set a time with the board members for board member training.
  - Leadership Dodge has begun, and Ms. Grizzell is excited to meet new people from around town.
- Patron Incidents: The trial for Lawrence Martinez has been moved to 4/27/2023 at 2:00 p.m.

Board Member Reports/Comments: Ms. Vierthaler recommended Last Pass for library passwords. Ms. Grizzell stated that NCS installed Pass Portal for password safekeeping.

Old Business: None

New Business:

- Board of Trustees term renewals: All board members are remaining and in their same positions.

Motion to adjourn approved by Mr. Lopez and seconded by Ms. Vierthaler to adjourn at 4:22 p.m., motion carried unanimously.



Next DCPL Board Meeting: March 28<sup>th</sup>, 2023, at 4:00 p.m.

Future Meetings: April 25<sup>th</sup>, 2023, May 30<sup>th</sup>, 2023, and June 27<sup>th</sup>, 2023

Meeting ended at 4:22 p.m. by motion of Mr. Lopez and seconded by Ms. Vierthaler, motion carried unanimously.

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

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

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