



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
 Board Meeting Minutes
 January 24, 2023 4:00 p.m.
 Lower-Level Meeting Room

Board Members Present: Nancy Vierthaler, Michelle Reid, E. Kent Smoll, and Chantal Armenta

Board Member present on Zoom: Debby Eddy

Board Members Absent: Miguel Coca, Mary Hall, and Patrick Lopez

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 4:16 p.m. by Michelle Reid

Agenda Additions and/or Approval: none

Public comment: None

Other Presentations, Reports or Announcements: Mr. Smoll mentioned that Michael Burns is the new mayor.

Consent Calendar:

- Approval of bills for January 2023: approved by Ms. Vierthaler and seconded by Ms. Armenta, motion carried unanimously.
- Approval of December 20, 2022, board minutes: No quorum

Interim Director's Report:

- Meetings & Upcoming Events: Genesis Health will be conducting mini-clinics with the first one held On 1/30/2023 in the Lois Flanagan room.
- Programs/Outreach coming 2/2023:
 - Baby Storytime in English and Spanish; Volunteer Fair on 2/11/2023; Loteria will be twice monthly; Adult Crafts and Programs are just a few of the upcoming programs.
 - The library has more than doubled our programming/outreach for 2023. Programming booklets have been created in English and Spanish.
 - We have started a volunteer program with 26 students applying to volunteer.
- Personnel Updates:



- Anayelli Valles was terminated in December 2022. This vacancy was filled by Carissa DeVoss who will start on 1/26/2023.
- Frank Shipps passed away on 1/16/2023 and Alvaro Ortiz has moved into that position.
- We are looking to hire a part-time assistant to help Alvaro at \$13 - \$14 per hour.
- Ms. Grizzell would like permission to hire a Youth & Family Services Librarian that would oversee Teen/Children's departments. Salary would be dependent upon experience about \$17 - \$18 per hour. Ms. Reid asked if this pay range was typical. Ms. Grizzell answered it is low range. Ms. Reid asked Ms. Grizzell to check with other libraries. Mr. Smoll asked her if there is \$40,000 in the budget. Ms. Grizzell is going to table this issue.
- Budget:
 - The library went over budget because of the transition of leadership in November 2022. With the help of Sandra Rodriguez from Landmark National Bank and Zach Schneweis of Schneweis Tax & Accounting, we moved funds to stay afloat.
 - Ms. Grizzell and Ms. Wilson met with Nicole May and Melissa McCoy from the City about our first check.
- KHC: John Mason gave a presentation on 1/11/2023 at Hennesy Hall for a Ford County Community Connections event.
- Building:
 - The library received a quote from Nathan Haskell with Luminous Neon Inc. for new bilingual signage for the interior and exterior of the library for \$15,980.00. Ms. Grizzell is putting this on the back burner due to budget issues.
 - The AC in the server room needed another repair and Ms. Grizzell is looking into this further.
 - During the roof construction, one of the exterior cameras was damaged. The city has been notified.
- Friends of the Library: Ms. Grizzell and Ms. Wilson attended their meeting on 1/12/2023. They have agreed to pay for a Little Free Library in Beeson Park. Ms. Grizzell spoke with Daniel Cecil with Parks and Recreation to get plans started.
- Library Foundation: The foundation has not yet had a meeting but Ms. Grizzell and Ms. Wilson have met several members and are starting to form a positive relationship.
- Other Projects:
 - Wonderbooks are a hit and have been featured on the front page of the Dodge City Daily Globe on 1/12/2023.
 - The Book Walk does not meet code. We need to purchase 4-to-5 more-page stations. Mr. Cecil is willing to work with us.
 - Ms. Grizzell, Mr. Mason, Mr. Ortiz, and Ms. Wilson are working on updating our emergency procedures.
- Library Use Statistics:



- a total of 2,739 materials have been checked out between 11/1/2022 to 1/20/2023.
- Door count was 12,197 patrons from 11/1/2022 to 1/20/2023.
- Attendance for programming was not recorded for 2022, but will be recorded for 2023.
- There were 482 patrons seeking notaries in 2022. Jacque Orebaugh and Claudia Martinez are our current notaries.
- Staff Training:
 - Ms. Grizzell has implemented monthly supervisor meetings held the Thursday after a board meeting.
 - On 1/9/2023 we had our first all staff meeting. The next staff meeting will be held on 2/7/2023.
 - Ms. Grizzell has enrolled in Leadership Dodge which will cover the SWKLS requirement of 60 hours of continued education.
 - Ms. Grizzell has been working with Richard Brookman to complete her new director trainings. Last day of training should be 2/3/2023.
- Patron Incidents:
 - Ms. Grizzell was subpoenaed for Lawrence Martinez's trial date on 12/22, 2022. The trial was cancelled because Mr. Martinez was ill. There has been no mention of another date.
 - On 1/10/2023, a patron ran over the cement steps that lead from the front parking lot onto 2nd Avenue. A claim was filed with Philadelphia Insurance.
 - Former employee Matt Moyer has been reaching out to staff regarding the transition of leadership, trying to find reasons to get into his old office, and causing unease among staff.

Board Member Reports/Comments: none

Old Business:

- NCS/Camera Work: NCS provided us with a quote for \$27,526.97 for cameras. They are also interested in helping us sell old computers, IT materials, and other items located in the old IT office. Although, NCS is helpful, they are expensive. We paid \$108,968.25 from 1/1/2022 to 1/20/2023. Ms. Grizzell has requested a copy of our contract and help with Microsoft access. A motion to table this was approved by Ms. Vierthaler and seconded by Ms. Armenta, motion carried unanimously.
- Sign the Resolution on Book Bans in Spanish: Ms. Reid signed.

New Business:

- Discussion of NCS or Starr Camera Work/Replacement: In addition to the estimate provided by NCS, Starr also provided an estimate for \$19,052.41. As mentioned in Old Business, this topic has been tabled.



- Century: We are waiting for a copy of our contract and have need of further information. The motion to table this was approved by Mr. Smoll and seconded by Ms. Vierthaler, motion carried unanimously.
- SWKLS Accreditation & Representation: Ms. Grizzell said that we need to decide who will provide library representation. Ms. Reid asked if Ms. Eddy was bonded. Ms. Eddy was not sure and thought that the library is bonded. Mr. Smoll asked that Ms. Grizzell call the library insurance company to see if we are bonded.

Motion to adjourn approved by Mr. Smoll and seconded by Ms. Vierthaler to adjourn at 5:16 p.m., motion carried unanimously.

Next DCPL Board Meeting: February 28th, 2023, at 4:00 p.m.

Future Meetings: March 28, 2023, April 25th, 2023, and May 30th, 2023

Meeting ended at 5:16 p.m. by motion of Mr. Smoll and seconded by Ms. Vierthaler, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____