

DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes

March 28, 2023, 4:00 p.m.

Lower-Level Meeting Room

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

Board Members Absent: Michelle Reid and Debby Eddy

Other attendees: Rebecca Grizzell, Interim Director; April Wilson, Administrative Assistant; and Richard Brookman, Southwest Kansas Library System

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:00 p.m. by Ms. Vierthaler

Agenda Additions and/or Approval: agenda approval was approved by Mayor Burns and seconded by Mr. Coca; motion carried unanimously.

Public comment: None

Other Presentations, Reports or Announcements: Ms. Grizzell announced that Ms. Armenta will be leaving the board. Her last board meeting will be in June 2023.

Consent Calendar:

- Approval of bills for March 2023: approved by Ms. Hall and seconded by Mr. Lopez, motion carried unanimously.
- Approval of February 28, 2023, board minutes: this will be approved by email vote.

Interim Director's Report:

- Meetings & Events: Ms. Grizzell and Ms. Wilson will be attending the Friends of the Library meeting on 4/13/2023. There will be discussion on the upcoming Wine & Cheese event. The Guatemalan Consulate was here on 3/11 - 3/12/2023. Thanks to Melissa McCoy with the city for her help with supplying volunteers, lunch, etc.

- Personnel Updates: We are still taking applications for volunteers. Currently, we have 2 adult and 10 teen volunteers.

- NCS/Starr: We are still working with NCS, however, they seemed displeased with us, in particular Ms. Grizzell since she is trying to limit the money spent. We recently found out that NCS contract does not cover patron computers. It will cost the library \$115.00 to fix a patron computer. There has been little communication with Starr.

- Budget:
 - Mayor Burns met with Ms. Grizzell and Ms. Wilson to go over the 2023 budget and answer their questions. Ms. Grizzell and Ms. Wilson are going to review the 2023 budget to see what changes can be made and to see what we understand and what we have to learn.
 - Much of our tech stuff is out of date or broken. We use laptops and I pads for programs and social media. Ms. Grizzell is looking into ordering 2 - 4 laptops and 1 I pad. Patron computers are also reaching end of life and starting to die. Lori Juhlin had budgeted for new patron computers. The current purchasing budget for technology for 2023 is \$49,500.00.
 - ERTC (Employee Retention Credit: we will be working with Zach from Schneweis on this potential tax credit of \$416,000.

- KHC: there have been a few visits to our digital archive site (<https://kansasheritagecenter.omeka.net>). John Mason is working on putting more items online. Currently, there are over 100 items uploaded. This website has been free so far because we are using about 10% of our free storage.

- Other Projects:
 - DCPL will partner with Girl Scouts of America Troop #60202 to create more Little Free Libraries in Dodge City.
 - We have created an emergency team for the library. This team is updating all emergency procedures and contacts. When everything has been compiled, we will train staff on emergency protocols.
- Library Use Statistics:
 - a total of 4,860 materials have been checked out for February 2023.
 - Door count was 4,506 patrons for February.
 - Attendance for programming was 10,352+

- Notaries: 47
- Staff Training:
 - Our next staff meeting will be held on 4/6/2023 at 8:00 a.m.
 - Ms. Grizzell will be in Wichita for Leadership Dodge 4/12 - 4/13/2023.

Board Member Reports/Comments: Mayor Burns mentioned how nice it was to have profit/loss statements and balance sheets. He is concerned there may not be much of a financial past, so we may not know how much money there was and how much money was spent. He will speak with Zach from Schneeweis to see if he can get any clarification to our financial history.

Old Business: None

New Business:

- Amazon line of credit: We are having a difficult time getting invoices, if we can get an invoice, it is very difficult to match up the items with the Visa bill. Ms. Wilson is worried that this could be problematic for audits and such. Mr. Brookman asked the chair if he could speak on this. He mentioned that he experienced the same issues with using a credit card for Amazon purchases. Mayor Burns asked him if there is any interest cost with going back to a line of credit. Mr. Brookman said no. Ms. Hall moved to approve moving from a credit card to using a line of credit with Amazon, Mr. Lopez seconded, motion carried unanimously.

Motion to adjourn approved by Ms. Hall and seconded by Mr. Lopez to adjourn at 4:30 p.m., motion carried unanimously.

Next DCPL Board Meeting: April 25th, 2023, at 4:00 p.m.

Future Meetings: May 30th, 2023, and June 27th, 2023, July 25th, 2023

Meeting ended at 4:30 p.m. by motion of Ms. Hall and seconded by Mr. Lopez, motion carried unanimously.