DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes

April 25, 2023, 4:00 p.m.

Lower-Level Meeting Room

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

Board Member on Zoom: Debby Eddy

Board Members Absent: Michelle Reid and Patrick Lopez

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 4:06 p.m.by Ms. Vierthaler

Agenda Additions and/or Approval: agenda was approved by Ms. Armenta and seconded by Mr. Coca; motion carried unanimously.

Public comment: None

Other Presentations, Reports or Announcements: None

Consent Calendar:

* Approval of bills for April 2023: approved by Mr. Coca and seconded by Ms. Hall, motion carried unanimously.
* Approval of March 28, 2023, board minutes: approved by Ms. Armenta and seconded by Ms. Hall, motion carried unanimously.

Interim Director’s Report:

* Meetings & Events:
  + Ms. Grizzell and Ms. Wilson attended the Library Foundation meeting on April 20, 2023. The Foundation donated $500.00 to the library for materials.
  + The library hosted the SWKLS meeting on April 21, 2023. Ms. Grizzell also attended the director’s meeting.
  + Ms. Grizzell attended the Kansas Leadership Training with Leadership Dodge on April 12 – 13, 2023. She said that it was a great opportunity to meet and network with other leaders across Kansas. Her last Leadership Dodge class will be on June 15, 2023.
  + Staff will be provided lunch from Jimmy Johns on April 27, 2023, courtesy of Friends of the Library to celebrate National Library week. Drinks from Sonic will be provided to staff on April 28, 2023.
* Personnel Updates:
  + Saul Torres is no longer working at the library. We have started the process of looking for a new full-time assistant for Alvaro Ortiz.
  + Xania Cobian has an amazing opportunity to study in Manhattan, Ks this summer. Alondra Dominguez will provide temporary/seasonal coverage while Ms. Cobian is away.
* NCS/Starr: Ms. Grizzell and Ms. Wilson met with Chad Copeland from NCS on April 19, 2023. They discussed how to lower some prices resulting in dropping the camera system coverage, saving $150.00 per month. Any materials purchased by the library will be owned by the library. The contract with NCS ends in October 2025. If we were to change from a silver down to a bronze package, it would restart our contract time.

Mr. Brookman spoke to the board about his findings after combing through the contract with NCS. His findings are summarized:

* + The contract is for 3 years and NCS requires 60 days’ written notice of intent to cancel – this would need to be diligently notated because if less than 60 days, the contract will renew.
  + Workstation is defined as an individual computer, or a group of computers used by a single user to perform work. Workstations and public computers are considered different. Our contract indicates we are paying for 44 seats but are only using 31 seats currently.
  + Updating software – If updating within the same version, e.g., 18.4 to 18.7 would be considered maintenance; however, updating 18.5 to 19 would not be maintenance and would be subject to a separate labor fee. NCS charges a contract labor fee of $110.00 per hour.
  + Our contract does not include any public computers.
  + NCS is not responsible for warranty items.
  + Installation warranty, installation labor performed by NCS is only warranted for 90 days from date of installation. Repair labor is warranted for 30 days from the date repair is completed.

Ms. Vierthaler asked how NCS classifies computers that have catalogs on them. Ms. Grizzell will find out.

Mayor Burns wants us to talk to Nick or Melissa to see if we are allowed to have the City Attorney review the NCS contract. Ms. Grizzell will talk to them.

* Budget: Our current budge is around $300,000. The next tax distribution will be received on June 20, 2023.
* Other Projects: The Little Free Library to be placed in Beeson Park has been ordered. Thanks to the donation from Friends of the Library
* Library Use Statistics:
  + A total of 4,855 materials have been checked out for March 2023.
  + The door count was 5,901 patrons for March.
  + Attendance for programming was 983.
  + Notaries: 62
* Patron Incidents: On April 21, 2023, it was noticed in Dodge City Chat that a patron was having a garage sale with pictures of video games with the DCPL library sticker on them. We checked his account, and these video games were declared missing. Ms. Grizzell called the police, who then went to the address and picked up the 3 video games and brought them back to the library, saving us $139.00.
* Staff Training: Our next all staff meeting will be held on May 1, 2023.

Board Member Reports/Comments: None

Old Business: None

New Business:

* Foundation Liaison: Ms. Grizzell mentioned that we need to have a liaison to attend Foundation meetings. At this time, no one volunteered, so she will ask at the next meeting.

Executive Session: Ms. Vierthaler moved to start executive session at 4:35 to last for 30 minutes.

Ms. Armenta moved to end the executive session at 4:56 and was seconded by Ms. Hall, motion carried unanimously.

Motion to adjourn approved by Mr. Coca and seconded by Ms. Armenta to adjourn at 4:56 p.m., motion carried unanimously.

Next DCPL Board Meeting: May 30, 2023, at 4:00 p.m.

Future Meetings: June 27th, 2023, July 25th, 2023, August 29th, 2023

The meeting ended at 4:56 p.m. by motion of Mr. Coca and seconded by Ms. Armenta, motion carried unanimously.

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

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

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