



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes
September 26, 2023, 4:00 p.m.
Lower-Level Meeting Room

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

Board Members Absent: Shane Laws, resigned

Other attendees: Rebecca Grizzell, Executive Director; April Wilson, Administrative Assistant; John Hendrickson from Kennedy and McKee; and Richard Brookman from SWKLS

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

Agenda Additions and/or Approval: none

Public comment:
(Limit 3 minutes per individual and 15 minutes per topic. Final action may be deferred.)

- Martin Miller: He would like to see both sides of the issue reach a middle ground.
- Karen Herrington: She thanked the board for allowing her to speak about this special concern. The board feels that it is the parents' responsibility to monitor the books/movies that their children check out. In a perfect world, that would be true; but parents can't do this 100% of the time. The library claims that it supports all in the community, but what about the 2nd Amendment? Do they educate and encourage children and teens on all topics? The library must bear some responsibility for being non-biased on all topics. Four- to five-year-olds don't need to know this information. If the library cannot remove the books, then putting them in a special section would be the next best thing.

Other Presentations, Reports or Announcements: None

Consent Calendar: Ms. Grizzell pointed out a few things in the latest financials. For example, that the financials go back to the beginning of January 2023 and continue through August 2023. The library had made the final roof payment to the city. The Stegman claim was for new wiring. Envisionware is for the patron computers.

Mayor Burns asked why payroll was a day late? Ms. Grizzell answered that she was sick and unable to do it on that Monday. Mayor Burns wanted to know how



payroll is done. Ms. Grizzell answered that she uses the timesheets from When I Work, creates a PDF, and then emails that to Zach Schneweis. Mayor Burns asked what the lead time for doing payroll is? Ms. Grizzell answered two days. Mayor Burns stated that payroll needs to be paid on time or it can create back-ups.

- Approval of bills for September 2023: approved by Ms. Vierthaler and seconded by Mr. Lopez, motion carried unanimously.
- Approval of August 22, 2023, board minutes: approved by Mr. Lopez and seconded by Mr. Coca; motion carried unanimously.

Executive Director's Report:

- Meetings & Events:
 - The State Librarian will tour our library on 10/4/2023.
 - Baby Storytime in English will be on 10/5/2023 and in Spanish on 10/26/2023. Ms. Reid asked how many children show up for this? Ms. Grizzell answered about 20.
 - Bilingual Storytime will held on Thursdays at 10:00 a.m.
 - The next Adult Trivia Night will be about Tolkien and will be held on 9/29/2023.
 - Kansas Ghost Stories will be on 10/18/2023.
 - The first Teen Advisory Board meeting will be on 10/3/2023.
 - DiaHallow-Read begins in October.
 - All the library programs are on an event calendar on our website and there are program booklets at each circulation desk. All programs are free and do not require a library card or to be a citizen of Dodge City.
- Personnel Updates: we have a full-time library assistant position open in the KHC.
- SWKLS: Ms. Grizzell has applied for a grant that will help us to replace our microfilm reader in the KHC. The grant is between \$6,800 - \$5,190.
- KHC: they have a display on the Mexican Village, and we are working with SWKLS and Salina Blue on trading in our microfilm reader and computer because they are outdated and very slow.
- Friends of the Library: Ms. Grizzell shared the book sales dates and mentioned that they can also be found on our website.
- Library Foundation: The annual Wine & Cheese fundraiser will be on 10/14/2023 at 6:30 p.m. Tim Wenzl will be the guest speaker. Tickets can be purchased via our website, main circulation desk, or on Evenbrite.



- Library Use Statistics: August
 - In-House materials: 2,611 in adult; 98 in children's Spanish; and 345 in teen. The total amount of checked out materials was 4,940.
 - Virtual materials; 1,777 in Libby; 137 in Overdrive; 3 in Kids eReading room; and 236 in Hoopla. A total of 2,155 virtual items have been checked out.
 - The total material checkouts were 7,095.
 - The total door count was 6,026.
 - Programs & Services: 63 in-person and 22 outreach. Ms. Grizzell stated that there were not a lot of programs in August, so everyone can prepare for the October and January programs.
 - Wireless Users: a total of 656.
 - Notaries: 44, we will be adding Vicky Ortiz as a second notary.
- Staff Training and Updates:
 - The next staff meeting will be on 10/3/2023 at 8:00 a.m.
- Patron Incidents: Three teens were caught messing with the landscape on the south side of the building. We have camera footage of them, but we do not have their names. Ms. Grizzell stated that kids are always welcome, but they must respect the property.

Board Member Reports/Comments: Ms. Vierthaler gave a record of the SWKLS meeting on 9/8/2023. They passed their budget. She discussed the Kansas Talking books program. The state gives them money, but it is a lot of work by SWKLS staff, so they will not be continuing with the program. Mr. Brookman stated that they accepted some agreements, but the program is discontinued. Ms. Reid asked what Talking books were? Mr. Brookman answered they are for people who are physically handicapped or deaf. Mayor Burns asked about SWKLS budget standpoint. Mr. Brookman answered \$900,000.00 - \$1,000,000.00. SWKLS serves rural residents, not cities.

Ms. Reid mentioned how her mother came from Wichita to attend the flower folding event and she really enjoyed it. She asked Mayor Burns if he had any information on the library using the city attorney since it states on the city website that the city attorney is available for any boards. Mayor Burns answered that the city attorneys believe representing the library is a conflict of interest. City attorneys represent city staff. They see a clear division between the city commission and city staff. Ms. Reid asked about the website stating that city attorneys can represent any board. Mayor Burns answered that the website will be corrected. He also stated that the library should have a budget line for counselling.

Old Business:

Audit Presentation - John Hendrickson from Kennedy & McKee: Mr. Hendrickson went through the governance letter. He also mentioned that the library did not



classify many of its transactions in QuickBooks and did not classify deposits by fund. As a result, they had to make several journal entries to move transactions to their correct funds. They recommended that the library should also record revenue by natural classification. Mr. Hendrickson also went through the financial statement for 2022.

- Since the city opted out of Generally Accepted Accounting Principles (GAAP), the library did as well.
- Overview of the Summary Statement of Receipts, Expenditures, and Unencumbered Cash.
- Of the bank balance, \$366,271 was covered by FDIC insurance and \$273,212 was collateralized by pledged securities. We have adequate security.
- Overview of the General Fund.
- Overview of Special Purposes Funds.

Mayor Burns asked about transferring out of the general fund into the capital fund? Mr. Hendrickson answered that the class is correct in QuickBooks. Mayor Burns asked if the document will be transferred in December? Mr. Hendrickson answered yes.

New Business:

- Discuss Reconsideration Forms: Ms. Grizzell has attempted to revise the reconsideration forms:
 - Anyone wishing to protest an item will complete up to 3 reconsideration forms. Complainant must be eligible to have a library card and have read, listened to, or watched the entire material in question.
 - The director will review the materials and send a written response within a reasonable time frame, considering the length of the material (s).
 - If the complainant wishes to go further with their objections, their reconsideration forms will be given to the Board of Trustees at their next scheduled meeting.
 - Complainant may appear before the board if they wish. The board will reply with a written response to the complainant within a reasonable time frame, considering the length of the material (s). No item shall be removed from the library without a court order if it is deemed appropriate by the Director and Board of Trustees.
 - Library materials can only be reconsidered once every 2 years.

Mr. Lopez asked how many reconsideration forms were received. Ms. Grizzell answered ten. Mayor Burns thinks that the last question should be open-ended, not a yes/no question. He also stated that the framework around reasonable time limit should state “not to exceed 30 days”. Ms. Reid stated that 30 days may not be enough time for board members to review material (s). She prefers a reasonable amount of time. Ms. Hall stated that she didn’t know because of all of the variables, Maybe specify what would be reasonable amount of time due to the specific material, e.g., Eighty hours to watch a series. Mr. Lopez suggested that the public would want a specific number. Ms. Vierthaler suggested a range of time. Mayor Burns asked if Ms.



Grizzell asked other libraries about their timing for reconsideration. Ms. Grizzell answered no. Mr. Brookman suggested leaving the timing open-ended and letting the director determine the time frame. Ms. Reid agreed there should be a time frame. Ms. Grizzell stated that she will edit and then email the revised reconsideration forms to the board. Ms. Reid stated that the board will re-evaluate the forms in the October board meeting.

- Patron Records: Ms. Grizzell presented the Parental Consent form to the board. She presented the library’s policies and procedures. She stated that she tried to make the form a middle ground between both sides as Mr. Law suggested. Ms. Hall asked her if the form was run by legal counsel. Ms. Grizzell answered no, but she did run it by Mr. Brookman who suggested specifics. Ms. Hall asked if Ms. Grizzell asked how other libraries did their parental consent forms. Ms. Grizzell said she checked with the Lakin library, and they were more restrictive. Ms. Hall asked if Lakin library ran it by their legal counsel. Ms. Grizzell answered no. Mr. Lopez wants time to think about this. Ms. Grizzell suggested that we could revisit this at the October board meeting. Ms. Vierthaler suggested having legal counsel go over the form. Ms. Hall stated that there are a lot of gaps. This has been tabled until the October board meeting.

Motion to adjourn approved by Ms. Vierthaler and seconded by Mr. Coca to adjourn at 5:13 p.m., motion carried unanimously.

Next DCPL Board Meeting: October 24, 2023, at 4:00 p.m.

Future Meetings: November 14 and December 12, 2023.

The meeting ended at 5:13 p.m. by motion of Ms. Vierthaler and seconded by Mr. Coca, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____