



## DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes  
 June 25, 2024, 4:00 p.m.  
 Lower-Level Meeting Room

Board Members Present: Nancy Vierthaler, Tonya Maier, Michelle Reid, Mayor Taylor, Mary Hall, and Kirsten Bangerter

Zoom: Patrick Lopez

Board Members Absent: Sam Unruh

Other attendees: John Mason, Co-Interim Director, Alvaro Ortiz, Maintenance Supervisor, and April Wilson, Administrative Assistant

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 and seconded by Ms. Bangerter, motion carried unanimously.

Agenda Additions and/or Approval: none.

Public comment: none

Other Presentations, Reports or Announcements: none

### Consent Calendar:

- Tax Exempt Signature Approval via Email
- April Minutes and May Claims Approval via Email
- Approval of Bills for June 2024: Ms. Bangerter asked what Ingram is and Ms. Wilson answered that we buy books from them. She asked if Starr is the company we purchased the cameras from, and Ms. Wilson answered yes. She also asked what the \$7,760.00 charge was for on Visa 0300. Ms. Wilson answered that it was for our insurance company, Cincinnati. Motion was approved by Ms. Maier and seconded by Ms. Hall; motion carried unanimously.
- Approval of May 2024, board minutes: Motion was approved by Ms. Bangerter and seconded by Ms. Maier; motion carried unanimously.

### Director's Report:

- Programs & Events: The Summer Reading Program is doing well with great attendance. Carissa DeVoss-Coca has developed a partnership with Manna House for patrons to donate food for a chance to win prizes as part of the program.
- Library Use Statistics: May 2024
  - 4,235 in-house materials have been checked out.



- Total virtual materials checked out was 6,347.
- The door count was 5,613.
- Programs & Services: There were 185 in-person and 177 outreach.
- There were 42 notaries.
- KHC Research Questions: 105
- SWKLS/Starr:
  - Starr finished installing new cameras in the building. We have cameras in new areas, providing more coverage. There was a broken sensor wire that Starr has repaired.
  - SWKLS informed Mr. Mason about upcoming changes to PrinterOn and prices for PC replacements. Many of our computers are reaching end-of-life and will need to be replaced in the coming year. Mayor Taylor asked if that would be in 2025. Mr. Mason answered that he is unsure of how many computers and if needed by end of this year or early next year. Mayor Taylor suggested looking at the budget item. Contracts are going to renew with Envisionware in the coming months.
- Friends of the Library: They have book sales every first Saturday and third Thursday each month. They are also supporting an event on 7/26/2024 for the Kansas Heritage Center, where an actor will portray President Eisenhower for entertainment and education.
- Incidents: a truck backed into and damaged the retaining wall near the garage on 6/5/2024. The new cameras caught the event including the license plate number. Police were notified. Mr. Ortiz stated that he could see the truck in our video. Mr. Lopez asked about what time the incident happened. Mr. Ortiz answered 2:18 p.m. Ms. Bangerter asked what happened after the incident. Mr. Ortiz answered that he discovered it two weeks after the incident. He and Mr. Mason combed through the video footage to share with police. Mayor Taylor asked if we started the repair. Mr. Ortiz answered not yet.

Board Member Reports/Comments: Ms. Vierthaler spoke about the SWKLS meeting held on 4/19/2024:

- The new collections specialist hire will be announced soon.
- Several libraries in the system have used their \$2,000.00 one-time patron subsidy from the state.
- Pat Friess presented the SWKLS audit report.
- The tech team has been installing new computers and training librarians on new programs.

Old Business:

- New Cameras: As Mr. Mason mentioned in his director's report, the new cameras have been installed. The cameras have the capability to record sound, however, for legal reasons, the library will need to post signs to that effect before we can record sounds. This will be tabled until the next meeting with our new director.



#### New Business:

- **Building/Maintenance - Alvaro Ortiz:** Mr. Ortiz mentioned that someone put a couch on the north side of the library. He removed the couch. He also mentioned that some of the metal trim on the north side has been pulled out. There is a big pothole on the corner of Division and 2<sup>nd</sup> avenue that is getting bigger. Mayor Taylor said that he would get someone to patch it. Mr. Mason mentioned that gravel is coming out from underneath our retaining wall.
- **Southwest Kansas Library System Full System Board Appointment:** Mr. Mason has a form for board representation with SWKLS board. Ms. Reid asked if this is what Ms. Vierthaler does currently. Ms. Vierthaler answered yes and that she would do it again. Ms. Reid asked if anyone would like to serve as the alternate and Ms. Bangerter answered that she would.
- **Sweep/Flex Account:** Mr. Mason discussed how the library has a sweep/flex account which has not had any money put into it for over a year. We are being charged \$5 per month, but Landmark is removing the charge. This will be tabled until next board meeting.
- **Beyond Barriers Can Food Pantry:** Mr. Mason has been talking with Phil Handsaker about putting a can pantry on library property. Ms. Reid said that it is like a little free library but with food instead of books. She asked who is responsible for stocking the pantry. Mr. Mason answered that it would be stocked by community donations. Ms. Vierthaler asked where the pantry would be located. Mr. Mason answered outside but not sure exact location. Ms. Bangerter asked if the Manna House food donation is part of the Summer Library Program. Mr. Mason answered yes. Ms. Reid suggested that we need more information, and this will be tabled until next meeting.

Motion to move to executive session at 4:26 p.m. for thirty minutes was approved by Ms. Vierthaler, seconded by Ms. Hall, motion carried unanimously. The board went into executive session at 4:25 p.m. Executive session was adjourned at 4:51 p.m.

Regular session resumed at 4:51 p.m.

Ms. Bangerter moved to approve Carissa DeVoss-Coca as the library's new executive director, seconded by Ms. Vierthaler. All approved except for Mayor Taylor who opposed.

Ms. Hall moved to approve the Executive Director salary at \$65,000.00/year. Ms. Vierthaler seconded; motion passed with Mayor Taylor abstaining.

Ms. Vierthaler moved to have Ms. DeVoss-Coca start on 7/8/2024, seconded by Ms. Maier, motion passed with Mayor Taylor abstaining.

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



Next DCPL Board Meeting: July 23, 2024, at 4:00 p.m.

Future Meetings: August 27, September 24, October 22

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

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

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

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