



## DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes  
 August 27, 2024, 4:00 p.m.  
 Lower-Level Meeting Room

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

Board Members Absent: Sam Unruh, Patrick Lopez, and Kirsten Bangerter

Other attendees: Carissa DeVoss-Coca, Executive Director; April Wilson, Administrative Manager; and Alvaro Ortiz, Maintenance Supervisor

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. Maier, motion carried unanimously.

Agenda Additions and/or Approval: none.

Public comment: none

Other Presentations, Reports or Announcements: none

### Consent Calendar:

- Approval of Bills for August 2024: Ms. Reid asked if Playaways are getting used. Ms. DeVoss-Coca answered yes, more than audio. Ms. Reid asked if we were purchasing them, and Ms. DeVoss-Coca answered yes. Motion was approved by Mayor Taylor and seconded by Ms. Hall; motion carried unanimously.
- Approval of July 2024, board minutes: Motion was approved by Ms. Hall and seconded by Ms. Maier; motion carried unanimously.

### Director's Report:

- Programs & Events: We are currently taking a break from programming as we plan for fall. There was a program on the Five Flags documentary on 8/23/2024. SWKS K9 Pawsibilities collaborated with us on a Read to Dogs event on 8/24/2024. September is a very full calendar including a plant swap, silent book club, builder brigade, and Anime Afternoon.
- Budget: Ms. DeVoss-Coca gave a rough draft of our budget to Nicole with the city on 7/30/2024. She will be fine tuning the budget and included a copy for the board in the board packet.
- Building: Mr. Ortiz got estimates for the repair of our air conditioning system. He also got estimates for the plumbing issues in the upstairs restrooms. The pipes beneath the sinks were leaking.
- Library Use Statistics: May 2024
  - 5,780 in-house materials have been checked out.



- Total virtual materials checked out was 2,199.
- The door count was 7,832.
- NCS/SWKLS:
  - NCS: Ms. DeVoss-Coca had given notice of non-renewal to NCS. She received a signed acknowledgement of the notice on 8/7/2024. The contract will be over on 11/1/2024.
  - SWKLS: Ms. DeVoss-Coca is working with SWKLS to create a transition plan as we separate from NCS. SWKLS will assist with patron and staff computers, and any other technological concerns we have, such as firewall, emails, and software licensing.
- Friends of the Library: They have book sales every first Saturday and third Thursday each month. The Dwight Eisenhower presenter was sponsored by Friends and had 14 attendees.
- Dodge City Public Library Foundation: the board president is not happy about having to pay for their audit. There have been talks of dissolving the foundation. Currently, there are no plans for a Wine & Cheese event for 2024.
- Incidents:
  - for the past several months, we have had issues with an individual urinating on the restroom floors and walls. Mr. Ortiz was able to pinpoint the time it happened and then able to identify the patron as they left the restroom. He informed the patron that he would be banned from the library for one month.
  - On 8/20/2024, while Mr. Ortiz was weed whacking the front lawn, a small rock flew up and fractured a portion of our front window by the main entrance. Mr. Ortiz taped up the window until it could get replaced.
- Staff Training and Updates: staff have been participating in several training courses to build up our continuing education credits with SWKLS. Some of the training courses include Tech Day with SWKLS, training on ordering Spanish materials, training on the new library eCard system, and Bilingual Interpreter training. All courses were free. Staff are required to have 60 hours of training annually to stay accredited and currently we have 1,061 hours.
- Personnel:
  - John Mason with Kansas Heritage Center has given his two weeks' notice because he accepted a job in the Kansas City area. His last day will be 8/30/2024.
  - Annalysia Cossio, our Youth Multilingual Coordinator has also given her two weeks' notice and her last day will be 9/13/2024.
- Other Projects:
  - Mr. Ortiz replaced the doorknob in the staff breakroom that is only accessible with a key code. The same was done to the unisex staff restroom downstairs.
  - We added a few items to accompany our services at the circulation desk. Patrons can now purchase sheet protectors, folders, plain



envelopes, stamped envelopes, or individual stamps. We have also started offering lamination services.

- Staff is working on fundraiser ideas to raise money for various projects around the library, such as budgeted projects like the elevator, and vinyl flooring in the Lois Flanagan room. We would also need to remodel the Lois Flanagan restrooms as well as the upstairs restrooms.
- Notes:
  - The Board of Trustees needs to have a treasurer to follow the bylaws. This has been added to the agenda.
  - Baker & Taylor: after several months of dealing with Ingram regarding correct and timely invoices, we have decided to switch to Baker & Taylor for ordering materials.

Board Member Reports/Comments: None

#### Old Business:

- Starr Cameras & Recording Audio: a motion was made to not use audio with our camera system by Ms. Vierthaler and seconded by Ms. Hall, motion was unanimously.

#### New Business:

- Air Conditioning Proposals: Ms. DeVoss-Coca said that one of our air conditioning systems is not working. Mr. Ortiz said that the condenser is broken. The system is old, and the parts are hard to find. He received an estimate from Weber Refrigeration & Heating for \$5,617.00 to replace the part with a one-year warranty. He is still waiting on an estimate from Artic Cooling. Ms. Maier requested that he ask Walldingers for an estimate. Mayor Taylor would like at least two more bids and suggested Stewart. This has been tabled until Mr. Ortiz can get more bids.
- Plumbing Proposal: Mr. Ortiz said that the upstairs women's restroom has leaking seals underneath one of the sinks. The water here is bad on the plumbing. He received an estimate from Cisco's Plumbing for \$4,163.26 to replace the two sinks with four sinks and install a new toilet flush in the Lois Flanagan room. He is waiting on a quote from Artic cooling. Mayor Taylor requested that he get at least two more quotes. Ms. Reid asked if he turned off the water to sink and could re-open the bathroom. Mr. Ortiz said yes. This has been tabled until Mr. Ortiz can get more bids.
- Kansas Heritage Center: Ms. DeVoss-Coca discussed how the library acquired the KHC in 2019 from USD 443 school district. Funds that were given to the library to fund staffing have run out and we are currently paying staff. We currently have two full-time staff members after Mr. Mason leaves. Archival duties are very technical and require a great amount of knowledge and training. So, there may be some difficulties in replacing Mr. Mason. She presented three options:



- Option 1: Post Mr. Mason's job and hope to find an archivist who is educated and knowledgeable in archiving and is willing to relocate for the pay we offer to Dodge City, Kansas.
- Option 2: restaff KHC with existing staff members. Michael Biltz has worked in KHC before; however, he is not a trained archivist and would require extensive training. This would be on top of his other duties in tech services. With this option, we would no longer accept donations to the KHC and would operate more as a research center than an archive.
- Option 3: explore the possibility of KHC going to an existing entity such as the Kansas Historical Society or the Ford County Historical Society. She stated that this option would offer the most flexibility because we would no longer pay an archivist to keep up the collection and we could open the space for other ventures such as study rooms or a new teen department.

Ms. Vierthaler asked if Boothill may be interested in acquiring the KHC. Ms. DeVoss-Coca answered that she was not sure they may take some of it. Ms. Reid said that option 3 should be our last resort. She wants to post the position nationally. Ms. Vierthaler said we should also post with schools. Mayor Taylor asked if Ms. DeVoss-Coca has talked to the societies mentioned under option 3 and she answered no. Ms. Reid stated that we should preserve archives items because KHC is important. Mayor Taylor asked if she has looked into any grants to help with funding KHC. She answered that she is looking into it. Mayor Taylor is not happy with the library funding the KHC. Ms. Reid stated that the library knew what we were in for when we took on the KHC. Mayor Taylor asked how much Mr. Mason was making and Ms. DeVoss-Coca answered \$44,000 annually. Ms. Reid asked if the two staff in KHC worked anywhere else in the library. Ms. DeVoss-Coca answered that Alicia Meyers works 50% for KHC and 50% in the teen department. Ms. Vierthaler asked what the money from USD443 was originally for and Ms. DeVoss-Coca answered salaries. Ms. Vierthaler agreed that she should look into grants. Mayor Taylor wanted to know how long Mr. Mason worked here and she answered two years. He then asked who worked in that position before Mr. Mason and she answered no one. This will be tabled and revisited next month to evaluate any candidates for the position.

- Annual Board Training: Ms. DeVoss-Coca presented the SWKLS accreditation summary. The board needs to complete board training. Ms. Reid asked if they have options. Ms. DeVoss-Coca answered they could train on the budget, tech, anything. Ms. Reid suggested collection development and budget. Ms. DeVoss-Coca said the training could be completed after a board meeting. Ms. Vierthaler asked how long the training would last and Ms. DeVoss-Coca answered about one hour. Board training is scheduled to follow the next board meeting on 9/24/2024.
- Cost of Living Raises: Ms. DeVoss-Coca presented a chart outlining current wages and what they would be with a 1% or 2% increase. Ms. Maier asked if the projected rates are included in the budget, and she answered yes. Ms.



Reid said that 2% is close to what the city offers. Mayor Taylor asked where do we draw the line? Do we continually offer 2% annually? He has reservations about offering 2% raises each year. Ms. Reid stated that our wages are significantly lower than other comparable libraries for our positions. Mayor Taylor said he has no problem with this 2% raise but expresses concern with funding. Funding is tight for the city, and they have to figure out what gets cut. Ms. Reid stated that city entities are not supposed to make money. Motion was made to increase wages by 2% for 2024-2025 by Ms. Hall and seconded by Ms. Vierthaler, motion carried unanimously.

- Board Treasurer (added to agenda): Ms. DeVoss-Coca stated that the board needs to have a treasurer. Ms. Reid asked what the duties were. Ms. Devoss-Coca answered looking at claims, signing checks, etc. Mayor Taylor wanted to know how long the board has gone without a treasurer and Ms. Wilson answered since the end of 2022. Ms. Maier volunteered to be the treasurer. Motion was made by Ms. Vierthaler to accept Ms. Maier as the new treasurer and Mayor Taylor seconded, motion carried unanimously.

Motion to adjourn approved by Ms. Vierthaler and seconded by Ms. Maier to adjourn at 4:48 p.m., motion carried unanimously.

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

Future Meetings: October 22, 2024; November 19, 2024; and December 17, 2024

The meeting ended at 4:48 p.m. by motion of Ms. Vierthaler and seconded by Ms. Maier, motion carried unanimously.

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

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

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