



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Board Meeting Minutes
 September 24, 2024, 4:00 p.m.
 Lower-Level Meeting Room

Board Members Present: Nancy Vierthaler, Tonya Maier, Michelle Reid, Mayor Taylor, and Kirsten Bangarter

Board Members on Zoom: Patrick Lopez

Board Members Absent: Sam Unruh and Mary Hall

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

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:01 p.m. by Ms. Bangarter and seconded by Ms. Vierthaler, motion carried unanimously.

Agenda Additions and/or Approval: Add to agenda KHC hiring.

Public comment: none

Other Presentations, Reports or Announcements:

Child Care in Dodge City Presentation: Mollea Wainscott, Dodge City Ford County Development Corporation; and Dana Williamson

•Ms. Wainscott discussed the following:

1. Childcare Aware states that currently we have a need for daycare for 2500 kids in our area.
2. Ford County Development Center (FCDC) sought out a grant and received one from Cargill for five million dollars over a five-year period. FCDC tried to get matching funding but was unable to due to their grant.
3. There is a need for daycare that provides non-traditional hours.
4. They have been looking into places to place a daycare by looking at vacant buildings, but no luck. They are now looking into city owned buildings. The FCDC is looking into the bottom floor of the Dodge City Public Library. Mayor Taylor asked if that would be allowed. Ms. Wainscott answered yes because we have separate walkouts. Mayor Taylor asked how many kids the bottom floor of the library could accommodate, and Ms. Wainscott answered approximately 98 kids, 3.9% of 2500 kids needing daycare. The number could be doubled if the daycare offered non-traditional hours.



5. Everything downstairs in the library would be moved to the upstairs. Ms. Williamson presented diagrams of what the upstairs would look like with the move. The library will lose the Lower-Level Meeting room and possibly the Lois Flanagan meeting room. Friends of the Library would also be moved upstairs. Ms. Vierthaler asked how much of our collection will the library lose with the move, and Ms. Williamson answered not much for children's department, but Kansas Heritage (KHC) would lose ½ of their storage area. The library would need to find a climate-controlled storage unit for the KHC.
6. Ms. Bangerter asked if the money for construction was to come out of the library budget, Ms. Wainscott answered that it will come out of the five million, but no guarantee that it will cover all costs.
7. Ms. Reid asked if they had approached Ms. Devoss-Coca about the statistics for using both meeting rooms and Ms. Wainscott answered no.
8. Ms. Bangerter asked about staffing and Ms. Wainscott said that that would be a challenge.
9. Ms. Devoss-Coca asked about the timeline for construction and Ms. Wainscott stated approximately 12 months, but the library would not need to close.
10. Ms. Maier asked if all construction would be covered by the five million, and Ms. Williamson answered she hopes so. Ms. Maier asked if the grant would pay for a new elevator in the library and Ms. Wainscott answered yes.
11. Ms. Reid wants statistics on both meeting rooms and on door counts.

Consent Calendar:

- Approval of Bills for September 2024: Motion to approve was made by Ms. Bangerter and seconded by Ms. Vierthaler; motion carried unanimously.
- Approval of August 2024, board minutes: Motion was approved by Mayor Taylor and seconded by Ms. Maier; motion carried unanimously.

Director's Report:

- Programs & Events: Programs have started back up again, and we are seeing lots of new faces. Events include Builder Brigade for children, Senior Safety for adults, and Anime Club for teens. Our Family Fun for All event had 43 attendees across all ages.
- Budget: Our budget is on track with no issues. Ms. Devoss-Coca has made a few changes to our bookkeeping process by doing the main portion in house, saving the library \$1,000 per month.



- **Building:** The library was closed on 9/9/2024 due to a pest infestation. General Pest Control sprayed which took care of the problem. The front window has been replaced. Lastly, we replaced the upstairs water fountain.
- **Library Use Statistics: August 2024**
 - 4,422 in-house materials have been checked out.
 - Total virtual materials checked out was 2,080.
 - The door count was 7,000.
- **NCS/SWKLS:**
 - NCS: NCS and SWKLS are working with us to ensure a smooth transition at the end of our contract with NCS.
 - SWKLS: We are working with them to replace our outdated patron and staff computers, but we have to wait for our contract with NCS to end.
- **Friends of the Library:** They have book sales every first Saturday and third Thursday each month. We received a donation of an end table and chair for the Book Nook upstairs.
- **Dodge City Public Library Foundation:** they are moving forward with the Wine & Cheese event. The presenter this year will be Keith Wondra from the Boot Hill Museum. The event will be held on 10/12/2024.
- **Incidents:** mentioned above under building section.
- **Staff Training and Updates:** Jami Huse started on 9/16/2024 as our new Children's Programming Coordinator. To date, we have received two applications for KHC Archivist. Ms. DeVoss-Coca posted the ad on the Kansas Library Association, the Colorado Library Association, and Mountain Plains Library Association. She also posted on LibraryJobline.org and Emporia State University's library science job board.
- **Other Projects:**
 - The Library Foundation has agreed to help the library in replacing the flooring in Lois Flanagan room. We have received a grant from Ford County Connections to pay for the flooring material and the Foundation will pay for the labor.
 - We have five new laptops coming soon and we will begin offering classes in basic computer skills, such as Word, Excel, and email.

Board Member Reports/Comments: None

Old Business:

- **Air Conditioning Proposals:** Mr. Ortiz has tried to get more bids for our air conditioning system. We are currently waiting on three more estimates. Tabled until we receive more bids.
- **Plumbing Proposals:** Mr. Ortiz has not received any more estimates and has decided to fix the sink and toilet issues himself.

New Business:



- KHC Hiring: Ms. DeVoss stated that we received a very good application for a candidate for KHC Archivist. He has two master’s degrees and a Doctorate. Ms. Reid said that the board does not need to vote on who we hire.

Motion to adjourn approved by Ms. Vierthaler and seconded by Ms. Maier to adjourn at 4:51 p.m., motion carried unanimously.

Next DCPL Board Meeting: October 22, at 4:00 p.m.

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

The meeting ended at 4:51 p.m. by motion of Ms. Vierthaler and seconded by Ms. Maier, motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____