



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES  
Board Meeting Minutes  
December 17, 2024, 4:00 p.m.  
Lower-Level Meeting Room

Board Members' Present: Nancy Vierthaler, Michelle Reid, Kirsten Bangerter, and Mary Hall

Zoom: Patrick Lopez

Board Members Absent: Samuel Unruh, Mayor Taylor, and Tonya Maier

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 4:00 p.m. by Ms. Bangerter and seconded by Ms. Hall, motion carried unanimously.

Agenda Additions and/or Approval: None

Public comment: None

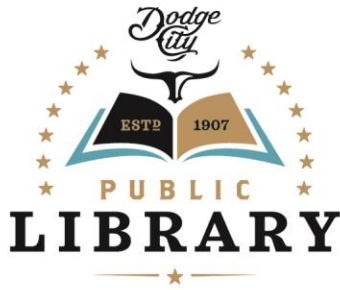
Other Presentations: None

Consent Calendar:

- Approval of Bills for December 2024:  
Ms. Vierthaler asked if the claims spreadsheet needed to be itemized. Ms. Wilson answered yes, by code. Ms. Bangerter asked what Playaways were, and Ms. DeVoss-Coca answered audiobooks. Ms. Vierthaler asked for younger patrons and Ms. DeVoss-Coca answered sometimes. Motion to approve was made by Ms. Hall and seconded by Ms. Vierthaler; motion carried unanimously.
- Approval of November 2024, board minutes: Motion was approved by Ms. Bangerter and seconded by Ms. Vierthaler; motion carried unanimously.

Director's Report:

- Programs & Events: The library is winding down programming for the year and preparing for 2025. The year was finished off with a holiday movie and a cocoa bomb for the whole family, a holiday centerpiece for adults, and a family holiday posada with caroling, storytelling, and tamales.
- Budget: We finished ordering materials for the year and wrapping up year-end budget details.
- NCS/SWKLS/Starr/Century:
  - NCS: Ms. Reid asked if we were finished with NCS, Ms. DeVoss-Coca answered yes for IT, but no for the upstairs circulation printer.



- SWKLS: they have helped us fix a couple of technical issues and everything is working smoothly.
- Starr: They fixed our building alarm that alerted that one of the fire exits was stating that it was not secure and unable to alarm the building.
- Library Use Statistics: November 2024
  - In-House materials total checked out were 3,687
  - Total virtual materials checked out was 2,032
  - Total door count was 6,712
  - Programs & Services:
    - Total in-person was 229
    - Total outreach was 878
    - Total notaries were 39
- Friends of the Dodge City Public Library: Book sales are on the first Saturday and third Thursday of each month.
- Dodge City Library Foundation: They have dissolved the foundation and will continue to volunteer with the library for the Wine and Cheese events. Official paperwork has been sent to the state and their bank account will close. All their funds will be given to the library.
- Staff Training and Updates: we will be looking for a new library assistant since one of our assistants is no longer working here. Ms. Vierthaler asked who the assistant was, and Ms. DeVoss-Coca answered Amber Allen.

Board Member Reports/Comments: Ms. Vierthaler stated that SWKLS' next board meeting will be held on December 20, 2024.

Old Business: None

New Business: None

Motion to adjourn at 4:09 p.m. was approved by Ms. Hall, and seconded by Ms. Vierthaler, motion carried unanimously.

Next DCPL Board Meeting: January 28, 2025, at 4:00 p.m.

Future Meetings: February 25, 2025, March 25, 2025, April 22, 2025

The meeting ended at 4:09 p.m. by motion of Ms. Hall and seconded by Ms. Vierthaler motion carried unanimously.

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

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

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