



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES  
Board Meeting Minutes  
January 28, 2025, 4:00 p.m.  
Lower-Level Meeting Room

Board Members' Present: Patrick Lopez, Nancy Vierthaler, Michelle Reid, Tonya Maier

Zoom: Kirsten Bangerter

Board Members Absent: Mayor Reinhardt 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. Vierthaler and seconded by Mr. Lopez, motion carried unanimously.

Agenda Additions and/or Approval: Ms. Devoss-Coca is adding Child Protection Act under New Business.

Public comment: None

Other Presentations: None

Consent Calendar:

- Approval of Bills for January 2025: Motion to approve was made by Ms. Maier and seconded by Ms. Vierthaler; motion carried unanimously.
- Approval of December 2024, board minutes: Motion was approved by Ms. Vierthaler and seconded by Ms. Maier; motion carried unanimously.

Director's Report:

- Programs & Events: The library is preparing for spring programming with a full calendar for all ages. Some examples are crafts for adults, an escape room for teens, loteria for families, and Builder Brigade for children. Calendars are included in the board packets.
- Budget: the budget is ready for 2025. We are waiting on our check from the City of Dodge City which usually arrives at the end of January or early February.
- NCS/SWKLS/Starr/Century:
  - SWKLS: they are currently assisting us with replacing patron computers, which is about two years overdue. We decided to get a jumpstart on this as there have been predictions that the prices on technology devices will rise as the year progresses.
- Library Use Statistics: November 2024



- In-House materials total checked out were 3,047
- Total virtual materials checked out were 2,149
- Total door count was 5,299
- Programs & Services:
  - Total in-person was 185
  - Total outreach was 18
  - Total notaries were 41
- Friends of the Dodge City Public Library: Book sales are on the first Saturday and third Thursday of each month. They have donated \$300.00 to the library for National Library Week in April to purchase lunch for the staff.
- Staff Training and Updates: One of our part-time library assistants, Valeria, gave her notice in January as did our Kansas Heritage Center assistant, Alicia. We are currently interviewing to replace one full-time library assistant, one part-time library assistant, and one part-time KHC assistant.
- Notes: Steve from Southwest Kansas Library System recommended that each board member continue to have their own dcpl.info email account. He recommends this because if the library is ever involved in a legal matter, and a board member continues to use their personal email account, it could be subject to subpoenas. They can have an alias account.

Board Member Reports/Comments: Ms. Vierthaler reported on SWKLS meeting.

- January 3, 2025:
  - GAAP waiver approved
  - 2025 Board Officer voting results:
    - Tammy Dickey: Chair
    - Holly Mathes: 1<sup>st</sup> Vice Chair
    - Shelly Huelsman: 2<sup>nd</sup> Vice Chair
    - Suzie Boschman: Secretary
    - Sueann Sawyers: Treasury
  - Voted and Passed:
    - Steve Andrews salary raised to \$75,000.00 and title changed from Technology Supervisor to Technology Manager, effective immediately.
    - Collection Specialist salary raised to \$40,000.00 effective immediately. Office Manager salary raised to \$40,000.00, effective immediately.
  - Richard Brookman presented the System Board with the new job description for the Officer/Manager/Secondary Cataloger. This position increased from 30 to 40 hours weekly.
- January 17, 2025:
  - 2024 - 2025 budget line-item adjustments approved. Over budget on a few items but still within budget.
  - Accreditation committee changes to form approved.
  - Sarah Koehn and Richard Brookman will attend the state legislature on January 29 and 30<sup>th</sup>.



- State Aid 2025: each public library should receive \$1,000.00, don't count on it for 2026.
- Next meeting will be on March 21, 2025, at 10:00 a.m.

Old Business: None

New Business:

- Child Internet Protection Act: Ms. DeVoss-Coca said that the board needs to review this act which is included in their packet. The Act was reviewed on January 28, 2025.

Motion to adjourn at 4:15 p.m. was approved by Mr. Lopez, and seconded by Ms. Maier, motion carried unanimously.

Next DCPL Board Meeting: February 25, 2025, at 4:00 p.m.

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

The meeting ended at 4:15 p.m. by motion of Mr. Lopez and seconded by Ms. Maier motion carried unanimously.

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

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

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