



DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes
February 25, 2025, 4:00 p.m.
Lower-Level Meeting Room

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

Zoom: Patrick Lopez

Board Members Absent: Mayor Reinert, Abbey Martin, 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 4:08 p.m. by Ms. Bangerter and seconded by Ms. Vierthaler, motion carried unanimously.

Agenda Additions and/or Approval: Ms. DeVoss-Coca is adding elevator under New Business.

Public comment: None

Other Presentations: None

Consent Calendar:

- Approval of Bills for February 2025: Ms. Reid asked if Ms. Maier had already discussed claims with Ms. DeVoss-Coca, Ms. DeVoss-Coca answered yes. Motion to approve was made by Ms. Hall and seconded by Ms. Bangerter; motion carried unanimously.
- Approval of January 2025, board minutes: Motion was approved by Ms. Bangerter and seconded by Ms. Vierthaler; motion carried unanimously.

Director's Report:

- Programming is in full swing with programs like Bilingual Storytime, adult book clubs in English and Spanish, Anime Club for teens, basic computer literacy classes. We have a full calendar.
- Budget: We received our first check of the year from the city.
- NCS/SWKLS/Starr/Century:
 - SWKLS: They have finished the replacement for patron computers. Most of them are up and running. They will next focus on updating outdated staff computers.
- Building: Thanks to the generous donation from the Dodge City Public Library Foundation, we were able to replace the floor in Lois Flanagan. The floor was replaced by Fred's Flooring.



- Library Use Statistics: January 2025
 - In-House materials total checked out were 3,914
 - Total virtual materials checked out were 1,330
 - Total door count was 5,288
 - Programs & Services:
 - Total in-person was 98
 - Total outreach was 19
 - Total notaries were 44
- Staff Training and Updates: We have filled four open positions: three part-time library assistants: Sahira Macias, Maritza Marquez, and Jazzlynne Dismang; and one full-time library assistant, Victor Cortes.
- Notes: The Little Free Food Pantry, an initiative by the local LHEAT (Local Health Equity Action Group) team and Beyond Barriers. There was a ribbon cutting on February 21, 2025, and was attended by 30 people and the Chamber of Commerce. We have already received several food donations, and the pantry is fully stocked. Ms. Reid asked if anyone could put food in the pantry or do they need to drop it off at the library for assistants to stock it. Ms. DeVoss-Coca said anyone can put food in the pantry.

Board Member Reports/Comments:

- Ms. Vierthaler stated that in January 2025 minutes Mayor Reinert's name was misspelled. Ms. Bangerter stated that her first name was misspelled. These corrections will be made.
- Ms. Bangerter asked about the old jewelry exchange, does she just drop off jewelry at the library and Ms. DeVoss-Coca answered yes.

Old Business: None

New Business:

- Annual Election of Officers (Board Chair, Vice Chair, Treasurer): Ms. Vierthaler motioned to retain members to current positions and Ms. Bangerter seconded, motion carried unanimously. Ms. Reid will remain Board Chair, Ms. Vierthaler will remain Vice Chair, and Ms. Maier will remain as the treasurer.
- Elevator: our elevator is currently inoperable due to a panel loose in the center of the back of the car. It can still be used, but the expense of repairing would be more if they must replace the panel. Ms. DeVoss-Coca would like to start the conversation on replacing the elevator. She mentioned that we have \$370,572.07 in a money market account that could be used for a new elevator. Ms. Bangerter asked if there would be a penalty for withdrawal and Ms. DeVoss-Coca will check into that. Ms. Bangerter asked if we have an estimate. Ms. DeVoss-Coca answered yes, from Kone who currently services our elevator. The estimate from Kone is for \$159,000. Ms. Reid stated that we should get three quotes and Ms. DeVoss-Coca will attempt to do so. Ms. Reid asked how long before the elevator could be repaired and Ms. DeVoss-Coca answered for at least a week.



Motion to adjourn at 4:25 p.m. was approved by Mr. Lopez, and seconded by Ms. Hall, motion carried unanimously.

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

Future Meetings: April 22, 2025, May 27, 2025; June 24, 2025

The meeting ended at 4:25 p.m. by motion of Mr. Lopez and seconded by Ms. Hall motion carried unanimously.

Approved (Date) _____

Board Chair _____

DCPL Director _____

DRAFT