



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

Board Members' Present: Nancy Vierthaler, Michelle Reid, Mary Hall, Abbey Martin, and Tonya Maier

Zoom: Patrick Lopez and Kirstin Bangerter

Board Members Absent: Mayor Reinert

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. Vierthaler and seconded by Ms. Martin, motion carried unanimously.

Agenda Additions and/or Approval: Ms. DeVoss-Coca is removing the executive session

Public comment: None

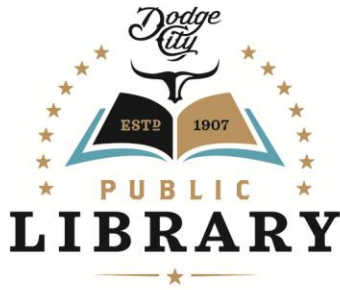
Other Presentations: None

Consent Calendar:

- Approval of Bills for March 2025: Ms. Maier stated her appreciation for Ms. DeVoss-Coca for always pointing out something unusual. Motion to approve was made by Mr. Lopez and seconded by Ms. Bangerter; motion carried unanimously.
- Approval of February 2025, board minutes: Motion was approved by Ms. Vierthaler and seconded by Ms. Bangerter; motion carried unanimously.

Director's Report:

- Programs & Events: We had consistent attendance at all our programs last month. Kaine Culver stated that every single teen program in February had teens in attendance, which can be difficult with teens.
- Budget: the budget is currently on track and Ms. DeVoss-Coca has not come across any issues in QuickBooks.
- Building: We are working on getting bids for the elevator, which Ms. DeVoss-Coca will update under Old Business. We are also preparing for summer by getting estimates for air conditioning. Last year, we struggled to get businesses to come out and give us estimates. The only one who consistently showed up was Weber's. Ms. Maier stated that she spoke to



someone at Stewart, and they would be happy to come out and provide a bid.

- Library Use Statistics: February 2025
  - In-House materials total checked out were 3,784
  - Total virtual materials checked out were 1,393
  - Total door count was 5,308
  - Programs & Services:
    - Total in-person was 334
    - Total outreach was 110
    - Total notaries were 69
- Friends of the Dodge City Public Library: They have generously offered to provide lunch for our staff during National Library week, which is April 6 - 12, 2025.
- Staff Training and Updates: We are having an all staff meeting on Wednesday, March 26. We are planning an all-day training like we did last year in May. It worked well after being closed for Memorial Day. We have fire department and the DCPD for safety training. We will also have SWKLS doing training in book repair.

#### Board Member Reports/Comments:

- Mr. Lopez stated that he likes the people working at the library.
- Ms. Bangarter mentioned that the Bob Lewis Study Club would like to donate a book valued at around \$50.00. Do they choose the title or is there any book that Ms. DeVoss-Coca might wish for. Ms. DeVoss-Coca said any book they wish. Ms. Bangarter was thinking about a healthy cookbook. Ms. DeVoss-Coca said that cookbooks are most popular, and she will check with Michael Biltz for any recommendations.
- Ms. Vierthaler went over the SWKLS board minutes.
  - Budget: Tandy Ritchard, office manager, is retiring. Bank signature cards will be transferred from Ms. Ritchard to Tanya and Holly Mathes will be added.
  - Technology: Patron computers have been installed at DCPL.
  - Richard's Report:
    - The Kansas State Budget Committee is discussing the \$1,000.00 grant that libraries have already received in 2025. The Senate wants to keep it; the House does not. KLA (Kansas Library Association) is urging public libraries to share their stories of how these grants are making a difference in their libraries. Please contact your local legislators to ask that the grant stays in place.
    - The President and DOGE have targeted the IMLS (Institute of Museum and Library Services). If these cuts go through it will impact many areas of the libraries in our state. One will be resource sharing. It will slow down the courier and ILL (interlibrary loan). If you have concerns, contact your representative and senators. Our libraries are great resources for our community, providing not only information and



services, but serving as places of refuge from the daily problems of life.

Old Business:

- Elevator Discussion: Ms. DeVoss-Coca mentioned that the estimate to replace the panels is \$8,000.00. She reached out to Otis Elevator and TKE. Otis never got back to her. TKE will be out here tomorrow at 10:30 to provide estimates for replacing the panel and for modernization. She will email the board with information from TKE. Most patrons have been understanding with the elevator not operating. She also said that it will take at least five weeks for modernization and that time frame does not include replacing/repairing the panels. She also mentioned that she contacted the bank about our money market account. We can withdraw from that account up to six times a month.

New Business: None

Motion to adjourn at 4:14 p.m. was approved by Ms. Hall, and seconded by Ms. Martin, motion carried unanimously.

Next DCPL Board Meeting: April 22, 2025, at 4:00 p.m.

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

The meeting ended at 4:14 p.m. by motion of Ms. Hall and seconded by Ms. Martin motion carried unanimously.

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

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

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