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DODGE CITY PUBLIC LIBRARY BOARD OF TRUSTEES
Board Meeting Minutes –
January 26, 2021
Zoom

Board Members present: Hailey Zimmerman, Beth Love, Michelle Reid, Paula Ripple, Nancy Vierthaler, Debbie Eddy

Board Members absent: Mike Martinez

Others present: DCPL Director Lori Juhlin, Nicole May (City Finance Director)

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:03 pm by Hailey Zimmerman, President.

Public Comment: None

Other Presentations, Reports or Announcements: None

Consent Calendar [Are there any questions or comments before approval?]

- Approval of bills January 2021 Bills
- Approval of December, 15, 2020 Board Minutes
 - Debbie Eddy motioned to approve the consent calendar, Beth Love seconded, motion carried unanimously

Director's Report:

- Lori reviewed hiring progress for the Administrative Assistant and Assistant Director positions, and how the library was doing in regards to COVID. She also noted issues with keeping the KHC fully staffed and open all the hours the library was. Work continues on a new website, and policy updates.

New Business:

- Resolution to change audit format: Nicole May, City Finance Director reviewed what the changes would be to our audit if we adopted the resolution and the Board asked several

questions. Paula Ripple moved to adopt the resolution as presented, Michelle seconded, and motion carried unanimously.

- Update on insurance: Lori noted that she had been told by Mary Trent that we would likely be having a change in policy starting in March, and that we would be receiving information about costs next month, but that it would be higher. Lori adjusted the budget based on the estimate and we will finalize that once we have an official cost.
- 2020 Budget Recap: Lori reviewed the budget and where it stands for the end of the fiscal year. Due to a number of factors, we did have some healthy reserves left. Michelle Reid motioned to move \$105,000 to Capital Improvement and \$76,000 to Employee Benefits, remaining funds will be carried over with a large chunk going to digitization of microfilm for the KHC.
- 2021 Budget Adoption: Discussion was held regarding the new budget and raises for staff. Paula moved to give a 1% raise in February and a 1% raise in July to all staff, with the stipulation that the Board can revisit the July Raise based on what the City is doing. Debbie Seconded, and motion carried unanimously. Beth Love moved to adopt the 2021 Budget as presented, Michelle seconded, and motion carried unanimously.
- Election of Officers: Paula Ripple was nominated as Chair, Beth Love was nominated to remain as vice-chair, and Debbie Eddy was nominated to remain as Secretary/Treasurer. All accepted their nominations. Nancy Vierthaler moved to elect the officer as nominated, Michelle seconded, and officer were elected. Hailey was thanked for her service as Chair.
- Update of Signature Cards at Banks: Beth Love moved that Lori Juhlin, Beth Love, Debbie Eddy and Paula Ripple be signatories for the accounts at Sunflower Bank, and Fidelity Bank, Michelle Reid seconded, and motion carried unanimously.
- Child Services Policy: Lori noted that this policy was drafted at the request of two potential insurers of the library and noted that should they be selected as our insurer we would need this policy in place. Debbie moved to adopt the policy, Paula seconded, and motion carried unanimously.

Debbie Eddy made a motion to adjourn the meeting. Paula Ripple seconded it. Motion carried unanimously and meeting ended at 4:45 pm.

Next DCPL Board Meeting: Tuesday, February 23, 2021 at 4:00 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____