

Dodge City Public Library Board of Trustees Minutes

May, 2010

The Dodge City Public Library Board of Trustees met for their regular meeting on Tuesday, May 25, 2010 at 4:00 p.m. in the Lois Flanagan Meeting Room of the Library. Members attending were: Esther Abbey, Beulah Jones, John Smithhisler, Cecilia Dominguez, Dennis Scheck, Cathy Reeves and Marie Gall. Juan Ferreiro and Larry Burke were absent.

Chair Dennis Scheck opened the meeting. He asked if there were any additions to the agenda. Cathy asked to add SIRSI maintenance contract under new business. Esther made a motion to approve the agenda with the addition. Beulah seconded the motion. The motion carried.

The consent calendar was presented for approval. Dennis asked if anyone had questions about any item on the consent calendar. Cathy had the amounts on 3 checks to be added. They are: Victory Electric \$2,470.90, Kansas Humanities Council \$200 and NexTech Phone Co. \$90. Esther made a motion to approve the consent calendar consisting of the budget summary as of April 30, 2010, Minutes of the April 27, 2010 meeting and the bills for the month of May. John seconded the motion. The motion carried.

Cathy gave board members a brief tour of the adult reading area of the library. She pointed out the electric outlets put on all the reading tables that are highly used by patrons with their own lap top computers. She also showed them some recent changes made for additional shelf space.

The audit report was received from Kennedy McKee and Company for the year 2009. Each board member received a copy of the audit. Cathy pointed out a few items and noted that the letter from the auditors showed no problems found during the audit process.

Cathy showed a slide presentation she had prepared for the 2011 proposed budget. There probably will be no funds received from ILDP this year. The budget is prepared with a 2 ½ % salary increase (which is in line with both the City and SWKLS) and the addition of 2 part time positions.

A recommendation was made to move the current Bilingual Coordinator to a full time circulation staff member and hire a part time person to do the cataloging duties previously done by her. The other part time position will be for training time due to the retirement of a current staff member.

Funding for the budget comes from state aid, SWKLS funds, fines & fees but mostly from the City of Dodge City mill levy for the library. There are a few smaller amounts received from the City besides the mill levy, such as motor vehicle tax, delinquent taxes etc. One mill currently is bringing in \$124,019 and is anticipated to be slightly higher this year. The library cap is at 6 mills. The budget figures proposed are expected to be under the 6 mill cap. The library building is now 28 years old and showing some signs of age. The carpet needs to be replaced throughout the building. The heating and air conditioning system has several problems and should be replaced. The North Slope is still a problem area, and eventually there will need to be a building expansion or a new building. The number one Capital

Improvement Project is the carpet replacement. A preliminary quote for carpet and moving of the book stacks is \$151,000. Each board member received a printed copy of the proposed 2011 budget. Following the presentation, John made a motion to approve the proposed 2011 budget for presentation to the City for final approval. Beulah seconded the motion. The motion carried. Cecilia made a motion to keep the carpet request on the list for the library capital improvement request to the City. Esther seconded the motion. The motion carried.

Cathy presented a maintenance contract quote from SIRSI for a seven year contract. SIRSI is the automation check out system for the library. There is a significant savings by doing a 7 year contract. It keeps the cost from going up more than 3 % per year and over the seven years would save around \$20,000. Beulah made a motion to sign the contract for 7 years of maintenance. Cecilia seconded. The motion carried.

Cathy reported that she had received a request for support for the Main Street Program to revitalize downtown Dodge City. She reported to the board that she had sent a reply pledging in-kind support, since the library does not really have funds available, but could provide meeting room space, display cases and staff help, etc.

The library has been requesting bids for a new circulation desk, one has been received to date and two more are expected. An announcement was made that Linda Castleman, the Technical Services Assistant is leaving her position at the library in July. The position is listed on the library website, Dodge City has Jobs website and will be in the newspaper next week. Applications will be taken over the next few weeks.

There being no further business, Beulah made a motion to adjourn. Esther seconded the motion. The meeting was adjourned at 5:07 p.m. The next meeting will be at 4:00 p.m. on June 22, 2010.

Dennis Scheck, Board Chair

Marie Gall, Recorder