

Dodge City Public Library Board Meeting  
January 30, 2018  
Dodge City Public Library Friends Room 4:00 p.m.

Board Members present: Jeff Forrest, Beth Love, Paula Ripple, and Michael Martinez.  
Jane Holwerda arrived at 4:18 p.m.

Board Members absent: Hailey Zimmerman

Others present: DCPL Director Brandon Hines and HR/Finance Manager Jessica Iglesias.

Call to Order. The monthly meeting of the Dodge City Public Library Board was called to order at 4:03 p.m. by Chair Jeff Forrest.

Approval of Agenda: Beth made a motion to approve the agenda. Michael seconded the motion. Motion carried unanimously.

Public Comments: None

Consent Calendar:

- December 19, 2017, Board Minutes
- Budget summary for month ending December 31, 2017 and End of Year 2017.
- Approval of bills and payrolls from January 10, 2018, to January 30, 2018.

Paula moved to approve the consent calendar as presented. Beth seconded the motion. Motion carried unanimously.

Presentations/Reports/ Announcements:

None

Director Report:

- A. The report contained updates regarding Facilities, SWKLS, Board Vacancy, Strategic Planning, Outreach Services, 2017 Stats, Amnesty and Digital Collection.

Old Business:

- A. Human Resource Consultant - Brandon discussed and summarized information from the meeting with Tiffany Hentschel on January 15, 2018.
- B. Renovation Project - Two companies submitted requests for proposals that were due on January 17, 2018. Beth made a motion to invite Bruce McMillan AIA Architects and Conant Construction to the February Board Meeting to present their proposal. Paula seconded the motion. Motion passed unanimously.
- C. Fundraising Committee - The committee met January 30, 2018 at 2:45 p.m. to discuss fundraising options for the renovation project. There will be several components to the fundraising efforts including requesting donations for specific elements of the renovation and a general campaign. The Foundation, Friends of the Library, and staff will all support the Board of Trustees with this project.

New Business:

- A. 2017 General Funds Transfer - Jane made a motion to transfer \$57,015.55 from the General Fund into the Capital Improvement Reserve once 2018 funds become available. Beth seconded the motion. Motion passed unanimously.
- B. Updated Line Item Budget – Michael made a motion to approve the updated 2018 line item budget Paula seconded the motion. Motion carried unanimously.
- C. Circulation Policy Updates - Beth made a motion to approve the circulation policy to reflect a new book checked out period of two weeks, removing video cassettes and including video checkouts for one week in the policy. The updated circulation policy will also allow renewals of movies and reinstate bulk loans for teachers. Paula seconded the motion. Motion passed unanimously.
- D. Board Packet Delivery Method - Paula made a motion for email delivery of board packets in PDF format instead of traditional mail. Jane seconded the motion. Motion passed unanimously.
- E. Audit Engagement Letter - Beth made a motion to accept the audit engagement letter from Kennedy & McKee for the 2017 annual audit. Michael seconded the motion. Motion carried unanimously.

Next Meeting: February 27, 2018, at 4 p.m. at the Dodge City Public Library Friends Room.

Adjournment: Meeting was adjourned 5:15 p.m.

Approved (Date) \_\_\_\_\_ Board Chair \_\_\_\_\_ DCPL Director \_\_\_\_\_