

Dodge City Public Library Board Meeting
December 19, 2017
Dodge City Public Library Friends Room 4:00 p.m.

Board Members present: Jeff Forrest, Beth Love, Paula Ripple, and Jane Holwerda

Board Members absent: Hailey Zimmerman and Hazel Mead

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 4:05 p.m. by Chair Jeff Forrest.

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

Public Comments: None

Consent Calendar:

- November 28, 2017, Board Minutes
- Budget summary for month ending November 30, 2017
- Approval of bills and payrolls from December 13, 2017, to December 27, 2017.

Beth moved to approve the consent calendar as presented. Paula seconded the motion with additional bills and utility comparison. Motion carried unanimously.

Presentations/Reports/ Announcements:

Rozanna Bennet, Youth Services Coordinator- Rozanna spoke about a picture book reorganization project that the Youth Department has started. The project will consist of picture books being placed in tubs by subject.

Director Report:

- A. The report contained updates regarding Facilities, Kansas Heritage Center, SWKLS, Board Vacancy, Strategic Planning, Line Item Budget and Outreach/Community Engagement.

Old Business:

- A. Human Resource Consultant- Beth made a motion to allow a budget of \$3,500 for Tiffany Hentschel, a Human Resource Consultant, to work with Brandon and Jessica evaluate and improve several HR/Finance procedures and policies. Jane seconded the motion. Motion passed unanimously.
- B. Renovation Project- Paula made a motion to publish the proposed request for proposal for the renovation of the lower level of the library with a due date of January 17, 2018. Beth seconded the motion. Motion passed unanimously.

New Business:

- A. Circulation Numbers- Brandon discussed circulation numbers with the Board. 2017 numbers are below 2016. Steps to improve circulation numbers are being discussed by staff and will be put into action. Not action taken.
- B. Patron Code of Conduct Policy - Updates were recommended by Brandon pertaining to cell phone use, vaping and other electronic smoking devices, and language addressing harassing behavior. Beth made a motion to update the DCPL Code of Behavior within the Public Services Policy as presented. Paula seconded the motion. Motion passed unanimously.

Next Meeting: January 30, 2018, at 4 p.m. at the Dodge City Public Library Friends Room.

Adjournment: Meeting was adjourned 5:20 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____