

Dodge City Public Library Board Meeting

April 25, 2017

Dodge City Public Library Friends Room 4:00 p.m.

Board Members present: Jeff Forrest, Beth Love, Hailey Zimmerman, Paula Ripple, and Hazel Mead.

Board Members absent: Jane Holwerda and Pat McLaughlin

Other 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 4:00 p.m. by Chairman Jeff Forrest.

Approval of Agenda: Internet Safety Policy was added after bank signature cards. Hailey made a motion to approve the agenda with the additions. Hazel seconded the motion. Motion carried unanimously.

Consent Calendar:

- March 28, 2017 Board Minutes
- Budget summary for month ending March 31, 2017
- Approval of bills and payrolls from March 28, 2017 to April 28, 2017.

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

Presentations/Reports/ Announcements:

There were no presentations, reports or announcements.

Director's Report:

- A. The report contained Facilities update, Staffing update, Story Walk Project, Professional Trip, and Surveillance update.

Old Business:

- A. Heritage Center - Discussion with the school district continues. Brandon shared the idea of potentially moving the Heritage Center to the Dodge City Public Library with the city manager. The next step is to evaluate space needs and evaluate costs to change space and maintain the Heritage Center.

New Business:

- A. Donations - Beth moved to add "Material donations are accepted with the understanding that the library retains unconditional ownership and makes the final decision on the materials' acceptance, use, or disposal. Staff will not make the final decision on the placement at the time of the donation. Donations will

be added to the collection if they meet the same criteria required of purchased materials. Donated items not meeting the established criteria for placement in the collection will not be returned to the donor but will be disposed of by sale, free give away, or recycled. Library staff has the right to refuse or retain any donated materials. They will be considered by the director who might consult with board of trustees". Hazel seconded the motion. The motion passed unanimously.

- B. 2018 Salaries - Beth made a motion to budget for a 2.5% salary increase in the 2018 budget. Paula seconded the motion. The motion passed unanimously.
- C. Signatures on Checks - Paula made a motion to change the required number of signatures on checks from Fidelity State Bank & Trust and Sunflower Bank from three signatures to two signatures. Beth seconded the motion. The motion passed unanimously.
- D. The Internet Safety Policy - The Internet Safety Policy was reviewed. No changes were made. Beth made a motion to approve the internet safety policy. Hazel seconded the motion. The motion passed unanimously.
- E. Executive Session - Paula made a motion to enter into executive session for 10 min to discuss non-elected personnel. Beth seconded the motion. The motion passed unanimously.

Next Meeting: May 23, 2017, at 4 p.m. at the Dodge City Public Library Friends Room.

Public Comments: None

Adjournment: Jeff adjourned the meeting at 5:08 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____