

Dodge City Public Library Board Meeting

August 28, 2018

Dodge City Public Library Director's Office 4:00 p.m.

Board Members present: Jeff Forrest, Paula Ripple, Beth Love, Hailey Zimmerman, Debbie Eddy and Michael Martinez.

Board Members absent: Jane Holwerda

Others present: DCPL Director Diedre Lemon and HR/Finance Manager Jessica Iglesias

Call to Order: The monthly meeting of the Dodge City Public Library Board was called to order at 4:01 p.m. by Chairperson Jeff Forrest.

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

Public Comments: None

Presentations/Reports/ Announcements:

- Diedre announced that Brooke has been promoted to youth and family services librarian and Anna will be the teen librarian as of January 01, 2018.
- Michael gave a presentation to the board about a community analysis report.

Consent Calendar:

- Approval of July 24, 2018, board meeting minutes.
- Budget summary for month ending August 31, 2018.
- Approval of bills and payrolls for August 2018.

Paula moved to approve the consent calendar with additional bills. Hailey seconded the motion. Motion carried unanimously.

Director Report:

- A. Diedre reported that the 2019 library budget was approved. She will contact Dr. Fred Dierksen to discuss the Kansas Heritage Center move during spring break of 2019. She reported construction has official started. Staff will receive a demo of both Apollo and Verso; both are integrated library systems. Staff will make a decision no later than the second week in September.

Old Business:

- A. Health Insurance- Diedre reported to the board that for the renewal period of November 2018 up until October 2019, there will be an increase of 5.24% if there is no change to the health insurance. Paula made a motion to elect the quad plans option as a choice where staff may choose their own plan. The board has approved to pay a

monthly amount up to \$1,000.00 for any plan that staff choose. When the monthly premium is more than \$1,000.00, staff will pay remaining monthly amount. The quad plan option will take effect during the renewal period of November 2018 up until October 2019. Michael seconded the motion. Motion carried unanimously.

New Business:

- A. Wine and Cheese alcohol waiver- Paula made a motion to pass an alcohol waiver for the annual wine and cheese event that will be held on Saturday, October 20, 2018. Beth seconded the motion. Motion carried unanimously.
- B. Organizational Chart- Diedre shared with the board an overview of the 2018 and 2019 organizational chart. The 2019 organizational chart will take effect January 01, 2019.
- C. Salary Survey- Diedre shared with the board a salary survey that she and Jessica have been working on. The salary survey is only intended to be used as a hiring range when trying to fill a position. The board decided not to have payroll e-mailed to them with the monthly board packets.
- D. Conant Construction- Jeremy from Conant Construction gave the board a project report for new carpet within the Kansas Heritage Center. Beth made a motion to accept the project report in the amount of \$15,164.07 for carpet tile that will cover both areas of the Kansas Heritage Center. Debbie seconded the motion. Motion carried unanimously.

Next Meeting: September 25, 2018, at 4 p.m. at the Dodge City Public Library Director's Office.

Adjournment: Meeting was adjourned at 5:40 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____