

Dodge City Public Library Board Meeting

July 25, 2017

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

Board Members present: Jeff Forrest, Beth Love, Hazel Mead, Jane Holwerda, and Pat McLaughlin. Hailey Zimmerman arrived at 4:07 p.m.

Board Members absent: Paula Ripple

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

Approval of Agenda: Beth made a motion to approve the agenda with no additions. Hazel seconded the motion. Motion carried unanimously.

Public Comments: None

Consent Calendar:

- June 27, 2017, Board Minutes
- Budget summary for month ending June 30, 2017
- Approval of bills and payrolls from July 11, 2017, to July 25, 2017.

Hazel moved to approve the consent calendar as presented. Pat seconded the motion with additional bills. Motion carried unanimously.

Presentations/Reports/ Announcements: None

Director's Report:

- A. The report contained updates regarding Facilities, Staffing, Technical Services Update, Library Visits, Mexican Consulate, 2016 Audit and Outreach/Community Engagement.

Old Business:

- A. Kansas Heritage Center – Brandon and Beth updated the board on the information discussed during the work group meeting on July 11, 2017. Brandon will speak with Fred Dierksen the new Superintendent for USD 443 and bring him up to date on previous discussions regarding the Heritage Center. The work group will meet August 22nd at 2pm.

B. Bank Account Changes-

- i. Update of Changes- Account consolidation is on July 26, 2017.
- ii. Payroll Procedure Policy- Beth made a motion to change the payroll date from every other Tuesday to every other Thursday. Hailey seconded the motion. Motion carried unanimously.

New Business:

- A. Library Closing Policy- Brandon spoke to the board about closing the Library during the morning hours of the Dodge City Days Parade. He also discussed holiday pay during the closed hours. No action taken.
- B. Inventory Policy- Hailey made a motion to approve the inventory policy to inventory items with a value of \$500 or more. Beth seconded the motion. Motion carried unanimously.
- C. Worker's Compensation Insurance Premium- The Memorandum of Understanding between the City and Library currently states the City will pay the Library's Worker's Compensation Insurance Premium. 2017 Employee Benefits expenses are projected to be approximately \$15000 under budget. Jane made a motion for the library to pay the bill and not request the City to pay the 2017 premium. Pat seconded the motion. Motion passed unanimously. This expense will be evaluated during the next budget cycle or the next time the MOU is reviewed.

Next Meeting: August 22, 2017, at 4 p.m. at the Dodge City Public Library Friends Room.

Adjournment: Jeff adjourned the meeting at 5:15 p.m.

Approved (Date) _____ Board Chair _____ DCPL Director _____