

DERBY PUBLIC LIBRARY
BOARD OF TRUSTEES
March 22, 2023

Call to order: Meeting called to order by Danielle Gabor at 6:30 pm.

Roll Call: Danielle Gabor, Jaime Hollon, Kyle McCaskey, Gabe McKeever, Dustin Sharp, Susan Topping, Betty Wilken and Randy White were present. Eric Gustafson, Library Director, Hannah Adamson, Youth Services Coordinator, and Tami English, Office Manager were also in attendance.

Approval of Agenda: Motion to approve agenda as written was made by Dustin Sharp and seconded by Betty Wilken. There was a unanimous vote to approve.

Public Forum: None

Approval of Minutes of February 22, 2023 meeting: Susan Topping moved to approve the minutes as written and the motion was seconded by Gabe McKeever. Motion passed unanimously.

Correspondence and Communications: None

Special Presentation: Board appointed terms are 4 years with members permitted to serve 2 consecutive terms. Tonight was Betty Wilken's last meeting as part of the Library Board of Trustees. Eric Gustafson thanked Betty Wilken for her diligent service and support of our library for the last 8 years. Betty's contributions to our library are numerous and we are grateful for her dedication to the library, our patrons and community. Eric presented Betty with a certificate of appreciation, a box of chocolate truffles and 4 mystery/thriller books purchased in honor of her service to be available for check-out by patrons.

Financial Reports: Eric Gustafson shared February's financial reports. Discussion.

Motion to approve the Financial Reports was made by Kyle McCaskey and seconded by Betty Wilken. There was a unanimous vote to approve.

Director's Report:

The library is off to a good start statistically speaking. Visits to the library, check-outs and passport applications continue to be strong.

In recognition of the library's 65th anniversary we will be having a puzzle piece hunt throughout the city of Derby in April. Individuals who find pieces will bring them to the library to assemble a painting and will be rewarded with gift cards from Derby businesses. Two grand prizes will also be given to two lucky individuals.

April is amnesty month at the library. Patrons who bring back overdue or lost items will have their fees waived.

The Academy Awards Shorts presentations had strong attendance.

We kicked off the Big Read March 11 and have been giving patrons books sponsored by the Friends of the Library. Derby Library and our partner libraries all have a great line up of events in March and April.

We have received \$635 in memorial donations for Jan Smith

The community room was painted in between art exhibitions.

We are looking into redeveloping the staff workspace behind the front desk to allow for greater productivity as staff responsibilities change and new programs are developed. We have met with three companies to discuss our needs when designing the workspaces. Bids will be available for discussion at our April meeting.

A staff development day was held on March 6. Topics for the day included micro aggression, implicit bias, book repair, database overview and a customer service refresher.

Hannah Adamson and Alyssa LaRue presented a teen summer reading webinar for the Northeast Kansas Library Association.

Terri Parker's last day was March 12. Interviews for the open circulation position are forthcoming.

Committee/Special Reports:

❖ Arts Council:

- An art show featuring students in grades K-3rd from Derby's USD 260, Faith Lutheran and St. Mary's schools was hung in March. *Creativity Starts Here* is a compilation of over 300 pieces of art. The library held an art reception for our young artists March 16 as part of the City of Derby's Third Thursday. The show is available to view through May 2nd.

Unfinished Business:

- Outdoor Area – Update: The grant has moved to the Federal Government for approval. We hope to hear back in June if our grant application has been accepted.

New Business:

- Book Bike proposal – Hannah Adamson presented a request for approval. A book bike is being proposed as a pop-up library to facilitate library card issuance, checkouts, mobile programs and outreach to the community. Hannah Adamson shared the book bike proposal discussing features, pricing and delivery timetable.

Motion to approve book bike proposal using capital improvement funds not to exceed \$8000 was made by Betty Wilken and seconded by Gabe McKeever. Motion approved unanimously.

- Library Annual Report – Director Eric Gustafson shared the annual library report shared with city council earlier in the month. Highlights of the report include:
 - We had our best year to date with Christmas in the Park – over 5,000 attended the event

- KanShare - 30,000 items were sent to and from partner libraries. Sharing items provides opportunities for patrons and saves us money.
- Circulation – 341,000 items circulated in 2022
- Visits to the library were cut in half in 2020. We have incrementally climbed back up each year since then.
- Programs – 14,000 people attended adult or youth programming
- Madison Avenue Park and Warren Riverview Park have returned to pre-covid rentals. We have seen an increase in rentals for shelters in addition to weddings at the facilities.
- Staff – day to day staffing at the library is exceptional. They are hardworking and truly care to help everyone. Eric Gustafson said, “The success of the library is largely a result of our fantastic staff.”

Executive Session: None

Adjournment:

- Motion to adjourn the meeting was made by Betty Wilken, seconded by Susan Topping. There was a unanimous vote to approve.
- Meeting adjourned at 7:21 pm

Minutes Approved April 26, 2023