

**DERBY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**September 27, 2023**

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

**Roll Call:** Danielle Gabor, Jamie Hollon, Kyle McCaskey, Dustin Sharp and Susan Topping were present. Eric Gustafson, Library Director, Debbie Thomas, Assistant Director and Tami English, Office Manager also attended. Gabe McKeever, Susan Swaney and Mayor Randy White were absent.

**Approval of Agenda:** Susan Topping moved to approve the agenda as amended with the addition of moving the October Board Meeting as new business. Motion seconded by Dustin Sharp and passed unanimously.

**Public Forum:** None

**Approval of Minutes of August 23, 2023 meeting:** Dustin Sharp moved to approve the minutes as written and seconded by Jamie Hollon. Motion passed unanimously.

**Correspondence and Communications:** The library received two thank you notes this month. St. Mary's Church thanked the library for children's books donated for family bingo night. The Girl Scout Council thanked the library for providing a safe place for girl scouts to meet.

**Financial Reports:** Eric Gustafson shared the September's financial report. He will have more details in new business for discussion of the 2023 revised library budget.

Kyle McCaskey moved to approve the Financial Reports. Susan Topping seconded the motion, which approved unanimously.

**Director Report:**

Almost 10,000 digital circulations occurred in September. We are seeing an increasing demand for electronic media.

Personal Librarian (reachout) is proving to be successful. The library continues to receive calls about the program and we are increasing communication with community partners.

Passports are steady.

Fall youth services have started. Family night is now once a month.

Youth Services is now offering role playing game workshops for middle school students.

Our event calendar software is being discontinued at the end of the year. We are actively investigating new software to make library room rentals patron friendly.

Street sweepers drove through the library drive-through damaging our patron counter. We have replaced the unit.

City maintenance is refreshing the library. In September, they painted all exterior library doors and cleaned the concrete. The Derby Rotary Club and Derby Noon Lions provided and planted new landscaping at the entrance of the library as part of a community service project.

## **Committee/Special Reports:**

- Arts Council:
  - Gathering Space Gallery: We expect the Kansas Academy of Oil Painters to deliver between 75 and 100 paintings on Monday. Art will hang Tuesday, October 19 from 6-7:30, we will present the KAOP artists to Derby as part of Third Thursday. TJ Bayliff will provide live accompaniment during the free public reception.
  - High Wall Gallery: Derby artist, Saadia Schroeder, delivered oil and acrylic paintings today. Saadia was inspired to paint and show her art when her sister requested try it. This show will be available to view through November 26.

## **Unfinished Business:**

- Outdoor Area –A new cost estimate is needed, largely due to the amount of time the project grant took to award. The turf has doubled in cost since we applied for the grant. We are also working towards a redesign of the splash pad to make it more interactive for guests. Once designs are complete, the project will go to bid. Estimated completion is by spring 2025. Board Chair, Danielle Gabor and, Library Director, Eric Gustafson, met with SCKLS director Paul Hawkins to discuss an additional grant application for the project.

## **New Business:**

- 2023 Revised Library Budget: Library Budget committee met and revised the annual budget with consideration for changes made by the City of Derby and library statistics to date.

Dustin Sharp moved to accept the 2023 Revised Library Budget as written. Motion seconded by Susan Topping and approved.

- October Board Meeting: Discussion of schedule and opportunity to move the meeting date.

Motion made by Susan Topping to move the October Board meeting from October 18<sup>th</sup> to the 25<sup>th</sup> in the Community Room. Motion seconded by Kyle McCaskey and approved unanimously.

## **Executive Session: None**

## **Adjournment:**

- Susan Topping moved to adjourn the meeting. Dustin Sharp seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:14 p.m.

Minutes Approved October 25, 2023