

**DERBY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**October 25, 2023**

**Call to order:** Meeting called to order by Gabe McKeever at 6:30 pm.

**Roll Call:** Kyle McCaskey, Gabe McKeever, Dustin Sharp, Susan Swaney, and Susan Topping were present. Eric Gustafson, Library Director and Debbie Thomas, Assistant Director and Hannah Adamson, Youth Services Coordinator, also attended. Danielle Gabor, Jamie Hollon, and Randy White were absent.

**Approval of Agenda:** Dustin Sharp moved to approve the agenda as written. Motion seconded by Susan Topping and passed unanimously.

**Public Forum:** None

**Approval of Minutes of September 27, 2023 meeting:** Kyle McCaskey moved to approve the minutes as written and Dustin Sharp seconded. Motion passed unanimously.

**Correspondence and Communications:** None

**Financial Reports:** Eric Gustafson shared October's financial report. Discussion.

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

**Director's Report:**

Circulation is up over 2021 and 2022 led by strong growth in digital circulation. Digital audiobooks continue to dominate this.

Program attendance is staying strong and is up over 2022 and 2021.

Youth Services Coordinator Hannah Adamson did two pop-up libraries on the book bike at High Park on the 2nd and 4th Mondays in October. Both were well attended with a pop up storytime at the first and multiple check outs at the second.

The Library held its annual preschool storytime parade on October 24<sup>th</sup> and 25<sup>th</sup>. The numbers were amazing with over 60 the first day and more than 100 the second.

The library's Event Calendar software is being discontinued and we are actively looking for alternative options. Hopefully, we will have something in place before the end of the year.

The Linda Voth memorial is at \$2,890 and her name has been added to the memorial plaque inside the interior doors. The library will be adding her name to a few books that we will purchase for the collection, but the bulk of the funds will go to the outdoor area.

The high windows in the children's area of the library have been tinted to prevent glare from directly shining in the face of staff at the Youth Service desk.

The Derby Seniors Readers Theater asked for the library to provide bookmarks to hand out at the Elementary schools when they perform (grades K-2). Jessie Mueller has been making them and the first batch went out for October's performances.

Christmas in the Park Returns on December 9<sup>th</sup> from 9 am to 6 pm at Madison Avenue Central Park. Volunteer information will be going out soon.

Susan Topping had several suggestions including placement of a library book drop closer to K-15 and possibly adding to the library of things. Director Gustafson responded that the book drop would definitely be a possibility. He also talked about reluctance on the part of the library to deviate too much from its main brand, books and reading. This is why the library is very deliberate about what additional resources are available for checkout. He also explained that these items are a very small percentage of overall circulation, while often requiring a fair amount of additional work.

Susan Topping also suggested early literacy classes at the library for daycare providers to help them in meeting continuing education requirements. She volunteered to teach some of these classes if the library was interested. Hannah Adamson expressed interested in doing so and would be glad to work with Susan to determine the best time and length.

### **Committee/Special Reports:**

- Arts Council:
  - DAC presented a combined art reception for the Kansas Academy of Oil Painters (Gathering Space Gallery) and Saadia Schroeder (High Wall Gallery) to the community on Third Thursday, October 19. Both exhibits will be available to view through November 26.
  - Look for the first ever All Derby Artist Showcase coming in December.

### **Unfinished Business:**

- Outdoor Area – Director Gustafson shared Supplemental Agreement #2 from PEC for the Outdoor Area project. Discussion.

Susan Topping moved to approve Supplemental Agreement #2 from PEC for the Outdoor Area project to be paid from the library capital improvement fund. Motion seconded by Dustin Sharp and approved unanimously.

Susan Topping mentioned that Derby North Middle School had solar panels in the courtyard areas and asked if that would be possible for the outdoor area. Director Gustafson stated that the city was conducting an energy study of city buildings and this would likely take into account solar as a possibility. He will follow up on this.

**New Business: None**

**Executive Session: None**

### **Adjournment:**

- Kyle McCaskey moved to adjourn the meeting. Susan Topping seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:07 p.m.

Minutes Approved November 15, 2023