

**DERBY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**November 15, 2023**

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

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

**Approval of Agenda:** Jamie Hollon moved to approve the agenda as written. Motion seconded by Kyle McCaskey and passed unanimously.

**Public Forum:** None

**Approval of Minutes of October 25, 2023 meeting:** Kyle McCaskey moved to approve the minutes as written and Susan Swaney seconded. Motion passed unanimously.

**Correspondence and Communications:** None

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

Kyle McCaskey moved to approve the Financial Reports. Jamie Hollon seconded the motion, which approved unanimously.

**Director Report:**

Circulation is up 10-20% for 2023. Demand for electronic media continues to grow.

Christmas in the Park is rapidly approaching. The event returns to Derby on December 9. We are actively looking for volunteers to help us. Christmas in the Park Sponsorships are rolling in. We recently received donations from Morrison Roofing (\$1500), El Paso Animal Hospital (\$1000), Derby Rotary (\$500) and Security First Title (\$500).

Kansas Reads to Preschoolers is this week. Friends of the Derby Public Library have generously donated the bilingual books we will be gifting at story times.

Our technology department is demo testing a new electronic calendar for our meeting spaces and programming events. We hope to have the new reservation software up and running by the end of the year.

The Christmas tree we have used for years snapped at the base and is not repairable. We have ordered a new one and hope to have it up by November 29.

We repaired our external damper allowing us to use outside air for cooling of the building. We are also looking updating our building controls which will allow us greater control over heating, cooling and lighting.

We are losing Parker Daniel to a new position with Wichita Public Library. Grace Cavin was promoted to Senior Youth Services Assistant. Tabbitha Sanders will move from Public Support Services to Youth Services Assistant. We will be hiring two new part time Public Support Services Staff.

Five Staff members went to Kansas Library Association Conference and all five made presentations at the annual event. Director Gustafson led “Stump the Librarian” and a discussion about unusual projects for libraries. Hannah Adamson presented on neuro-diversity and Alyssa LaRue led a conversation about teen programming. Megan Ball and Maycie Carman presented social media and your library.

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

#### 1. Arts Council:

- The Kansas Academy of Oil Painters and Saadia Schroeders’s acrylics will close in our galleries November 29.
- Look for the first ever All Derby Artist Showcase coming to the Gathering Space Gallery and Weavings and Tapestries coming to the High Wall in December.

### **Unfinished Business:**

- Outdoor Area – Director Gustafson is working with Professional Engineering Consultants on a redesign of the splash pad and additional work related to the electrical systems. The changes will require a new survey and final cost estimate prior to proceeding.

### **New Business:**

- Personnel Policy Revisions – Every year in October, the City updates and revises their personnel policy. Director Gustafson went line by line on revisions to the library’s policy to coincide with the City’s policy and Federal law. The policy includes pregnancy, breastfeeding in the workplace, salary determination, certificate pay, workers compensation clarification, infant at work, floating holiday and parental leave. Many of these items were library procedures, but were not officially policy.

Jaime Hollon moved to approve the proposed personnel policy changes. Kyle McCaskey seconded the motion. There was a unanimous vote to approve.

### **Executive Session: None**

### **Adjournment:**

- Jamie Hollon moved to adjourn the meeting. Kyle McCaskey seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:30 p.m.

Minutes Approved December 20, 2023