

**DERBY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**December 20, 2023**

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

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

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

**Public Forum:** None

**Approval of Minutes of November 15, 2023 meeting:** Kyle McCaskey moved to approve the minutes as written and Gabe McKeever seconded. Motion passed unanimously.

**Correspondence and Communications:** We received thank you notes from Walking Free (miniature horses) for inviting them to participate in Christmas in the Park and Operation Holiday for our participation in their book drive and food donations. McPherson Public Library Staff sent us a positive Christmas card to us noting our library achievements.

**Financial Reports:** Eric Gustafson shared December's financial report. The library has transitioned five staff members this year from the sales tax line to the library property tax. We will be moving the remaining staff from the sales tax in the 2025 budget. Remaining sales tax funds will be used to help balance the library budget over the next 10-15 years. Derby Library is financially stable and staff are constantly negotiating costs to be fiscally responsible. Discussion.

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

**Director Report:**

Circulation statistics are up over 20% from 2021. It is refreshing to see people rediscovering the library.

Christmas in the Park was a success thanks to the many volunteers who assisted us in providing a free fun filled day for our community. Attendance was approximately equal to the previous year – 5000. We served 650 cookies in an hour and a half and Lange Real Estate provided 750 servings of hot chocolate to attendees within 3 hours. The only issue for the event was the carousel broke down and though Ottaway tried to repair it, they were unable to get it running.

Youth services is on a program break to prepare for the upcoming winter programs commencing on January 8.

We selected LibCal as our new library event calendar. We started moving rentals and programming over to it and expect to go live in January.

We estimate Derby Library will process 3000 passports in 2023.

Alex Whiteside, a USD 260 student, gifted staff single carnations.

Derby Senior Quilters created a one-of-a-kind tree skirt for our lobby Christmas tree. It was hand stitched and signed by the seniors who created it for us.

Sedgwick County Election Office has added Derby Library as a polling place for the 2024 Election.

We have two open Public Support Services (circulation) staff positions and will be interviewing shortly.

Wichita Area Library Association (WALA) appointed Director Eric Gustafson to the WALA Board. Additionally, Gustafson is working on a consortium governing agreement for eLibrary sharing.

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

#### 1. Arts Council:

- DAC has hung The Derby Artist Showcase and Beyond the Frame: Fiber Art shows in the Gathering Space and High Wall Galleries. These shows represent the first time our galleries solely feature Derby residents, workers and volunteers. A free and open to the public reception is Friday, January 19 from 6- 7:30 pm. Art will be available to view through January 28.

### **Unfinished Business:**

- Outdoor Area – Redesign and estimates are ongoing.

### **New Business:**

- Salary Study – We are making significant progress. Studies should be complete in January or February.
- Merit Calculation Guidelines and 2024 Pay Ranges: A 2% general pay adjustment including the pay classification previously approved in the 2024 Library Budget.

Susan Swaney moved to approve the 2024 Employee Pay Classification and Merit Increase Guidelines. Kyle McCaskey seconded and the motion approved unanimously.

- Outreach Coordinator: Director Gustafson shared that Megan Ball has been performing the work for Personal Librarian, OAC and Chamber outreach. This new position would be part-time. Discussion.

Susan Topping moved to approve the Outreach Coordinator position. Dustin Sharp seconded the motion. There was a unanimous vote to approve.

### **Executive Session: None**

### **Adjournment:**

- Gabe McKeever moved to adjourn the meeting. Susan Topping seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:48 p.m.

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Danielle Gabor, Chair

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Susan Topping, Vice Chair