

**DERBY PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**January 24, 2024**

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

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

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

**Public Forum:** None

**Introductions:** Library Board members introduced themselves to Mayor Mark Staats, who thanked everyone for serving and volunteering in Derby.

**Approval of Minutes of December 20, 2023 meeting:** Dustin Sharp moved to approve the minutes as written and Jamie Hollon seconded. Motion passed unanimously.

**Correspondence and Communications:** None

**Financial Reports:** Eric Gustafson shared December's financial report. The library has begun transitioning staff off the sales tax line and onto to library property tax in 2024. Our goal is to keep the mill levy flat as we transition expenses previously paid by sales tax.

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

**Director Report:**

Circulation statistics for 2023 ended up 12% from 2022 and 10% up from 2021. "It is wonderful seeing people continue to enjoy and discover new things at the library," said Director Eric Gustafson.

Additional statistics of note: We had almost 180,000 people visit the library and staff processed 3,112 passports in 2023. We are seeing additional visitors from the Wichita metro area resulting from our better hours and services. Director Gustafson stated, "2023 was a good statistical year."

Youth Services programming started January 8. Even with the freezing cold temperatures of late, parents and children came out to the library for story time.

The Annual meeting for the Friends of the Library had 35 in attendance. Guest Speaker Mary Kohn presented on the evolution of language in Kansas.

Our new calendar software is up and running. Preliminary meeting reservation confirmations sent notices of rental fees due, but previously paid. This issue has been resolved. The new software gives renters the option to schedule themselves online and sends complete and correct reminders of the reservation.

We will be changing vendors for our wifi access points in the building as we update access. The new vendor will save us at least \$10,000 over what our previous vendor quoted.

We are excited for the results of the city's building evaluations as it will hopefully help us with controlling temperature across 16 zones more efficiently. The current system is difficult to adjust and discover what is not working correctly.

Circulation staff Xochitl Lozano has left us to find employment in accordance with her educational area of study. We have added 3 new staff members to our Public Support Services team.

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

#### 1. Arts Council:

- With 247 in attendance Friday, January 19, our double art reception featuring the Derby Art Showcase and Beyond the Frame: Fiber Arts was a success. Both shows will close next Monday. We look forward to sharing the Kansas Art Guild in the Gathering Space Gallery and Prairie Chickens go Boom in the High Wall Gallery, a photography show from three Derby residents, in the High Wall Gallery. A free and open to the public reception for both shows is scheduled Friday, February 23 from 6 to 7:30 pm. Live music will be performed by Kurt Aiken and Handpan Dan Baird.

### **Unfinished Business:**

- Outdoor Area – We are making modifications to the original project plan prior to bid. Director Gustafson will meet with PEC to discuss cost estimates along with a larger and interactive splash pad, drainage and electrical. The original design and cost estimate was from 2021, prior to award of grant in 2023.
- Salary Study – Our staff salary study is ongoing. Director Gustafson will meet to discuss the study with City HR Director Jenny Turner to assure we are competitive not only with other libraries our size and in the area but also with the city.

### **New Business:**

- Library Board Priorities for 2024: Director Gustafson shared and discussed library project/watch lists for items the library is working on, completed, or those added to the list. Discussion.

Of note: The library and DRC are adding programs to the OAC mini branch. For example, newly added Lords Diner will help increase visibility of the library and access to books.

Kyle McCaskey moved to approve the 2024 Library Board Priorities. Jamie Hollon seconded and the motion approved unanimously.

**Executive Session: None**

**Adjournment:**

- Kyle McCaskey moved to adjourn the meeting. Dustin Sharp seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:27 p.m.

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Danielle Gabor, Chair

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Susan Topping, Vice Chair