

**DERBY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 28 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 Topping, Gabe McKeever and Mayor Mark Staats were present. Eric Gustafson, Library Director and Hannah Adamson, Youth Services Coordinator also attended. Susan Swaney was absent.

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

**Public Forum:** None

**Approval of Minutes of January 24, 2024 meeting:** Jamie Hollon moved to approve the minutes as written and Gabe McKeever seconded. Motion passed unanimously.

**Correspondence and Communications:** None

**Financial Reports:** Eric Gustafson shared December's financial report. He mentioned that the library should have all staff transitioned from the Derby Difference Sales Tax in 2025.

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

**Director Report:**

Circulation statistics for January continue to be up over the previous year. A large portion of this stems from an increase in Digital Circulation. Other numbers are on track so far.

Spring Break World Tour is from March 11-16. The Theme this year is Carnaval do Brazil and matched the theme of the Community Foundation Gala. There are events for all ages and the week wraps up with an all ages celebration on March 16th in the community room.

The library continues to host the Academy Award short films in partnership with the Wichita Public Library. Turnout was strong last year and that trend will hopefully continue.

Passport processing continues to be busy with number reminiscent of 2016. The first six months of that year were the busiest that the library has seen.

Our new calendar software is up and running. Once all of the bugs are addressed, the library plans to move to digital signage for its meeting rooms.

The wifi access point change out was successful with minimal interruptions to service.

Director Gustafson gave a short legislative update on bills that could affect libraries in the state. There have not been many that directly affect public libraries, although this year there was a bill presented that would establish a committee to create and implement a rating system for all books in school libraries.

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

#### 1. Arts Council:

- Currently the Kansas Art Guild is in the Gathering Space Gallery and Prairie Chickens go Boom is in the High Wall Gallery, a photography show from three Derby residents. A public reception for both shows was held Friday, February 23 from 6 to 7:30 pm. Live music was performed by Kurt Aiken and Handpan Dan Baird. Attendance was strong with over 125 visitors for the reception.

### **Unfinished Business:**

- Outdoor Area – We hope to see the final site plan and cost estimate in March and then the project can go to planning commission and out for bid. Director Gustafson asked Board members to email him name suggestions.
- Salary Study – The salary study was completed and Director Gustafson presented new salary ranges for 2025. The study also recommend wage/salary increases in the amount of \$69,404.93 starting in 2025. This makes library salaries more competitive with city salaries and other libraries in the region.

Gabe McKeever moved to approve the Library Salary Study, pay increases for library staff of \$69,404.93 starting in 2025, the 2025 Pay Ranges and Library Organizational Chart as presented. Kyle McCaskey seconded and the motion approved unanimously.

### **New Business:**

- Library Annual Report: Director Gustafson shared the Annual Report that he presented to City Council at the February 13<sup>th</sup> meeting.

### **Executive Session: None**

### **Adjournment:**

- Dustin Sharp moved to adjourn the meeting. Kyle McCaskey seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:15 p.m.

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Danielle Gabor, Chair

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Susan Topping, Vice Chair