

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

**Call to order:** Meeting called to order by Susan Topping at 6:31 pm.

Susan Topping nominated Dustin Sharp as Chair Pro-tem for this meeting. Jamie Hollon seconded. Motion unanimously approved.

**Roll Call:** Jamie Hollon Dustin Sharp, Susan Swaney, Susan Topping 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. Danielle Gabor and Gabe McKeever were absent.

**Approval of Agenda:** Susan Swaney moved to approve the agenda as written. Seconded by Jamie Hollon. Motion approved unanimously.

**Public Forum:** None

**Approval of Minutes of June 26, 2024 meeting:** Susan Swaney moved to approve the minutes as written. Seconded by Jamie Hollon. Motion approved unanimously.

**Correspondence and Communications:** Director Gustafson received an email thanking two library staff, Emily Brack and Justin Ball for their excellent service, going above and beyond to assist a patron.

**Financial Reports:** Eric Gustafson shared June's financial report. He noted digital content is the fastest growing and most expensive item of the collection budget. 2024 Finances are on track as expected. It has been a good passport year.

Susan Swaney moved to approve June's financial report. Seconded by Jamie Hollon. Motion approved unanimously.

**Director's Report:**

Circulation statistics continue to be good overall. Two areas have recently dropped, teen program attendance due to participants aging out and database usage dropping due to statistics not being available.

Attendance at our 2<sup>nd</sup> Annual Nerd Collectors meet-up was good with 20 vendors participating to sell/trade pieces from their collection. Visitors to the event numbered over 150.

Summer Reading will close July 28. Youth Services Coordinator, Hannah Adamson reported over 2700 youth participating this year, up from last year's numbers.

The Friends of Derby Library held their annual book sale July 19, 20, and 21. The \$2100 in proceeds will be used to assist the library with future projects.

Staff members and their families walked the July 4th Parade as YS Coordinator, Hannah Adamson, rode the book bike. We handed out 6000 lollipops at the event.

The library was not affected by the Microsoft service outage.

We are working to move our text message notifications to a more reliable service.

We have 3 open positions at the library, 1 part-time in circulation, 1 part-time in youth services and the 1 part-time page. Open positions are posted.

Director Gustafson shared that Debbie Thomas, assistant director and long-time library staff member is retiring December 20. He noted Debbie's accomplishments during her 35 years of service. We will miss her knowledge, wisdom and support.

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

#### 1. Arts Council:

- We look forward to hosting a Third Thursday reception, August 15 from 6-7:30 pm. Newton artist, Virgil Penner will sketch and paint to completion a 24"x36" canvas live and in person. Musical duo, Mike and Michelle Roesch will play 70's, 80's and 90's music. *A Brush with Whimsy: Bold Colors and Playful Trees*, highlight Penner's imagination. The show closes August 20.
- *Paper, Fiber, Paint* by Derby artist, Donna Bates now shows in our High Wall Gallery. Bates exhibit features a variety of mediums. An artist reception August 15 from 6-7:30 pm will provide an opportunity to meet the artist and learn more. Flutist, Rylie Klien will be playing at the event.

### **Unfinished Business:**

- Outdoor Area – Director Gustafson shared an update on Rhythm and Read Park. He will be meeting PEC's VP and Project Manager to finalize cost estimates and plans for upcoming project bid. More information to come.

### **New Business:**

- 2025 Proposed Budget – Budget Committee, Jaime Hollon, Dustin Sharp and Eric Gustafson met to finalize the 2025 Budget. As of January 1, 2025, all staff will have transitioned to library property tax. Funds remaining from the library portion of the Derby Difference tax will pay for power, gas, internet and custodial services for the next 5-10 and then hopefully transition to the library.

Susan Swaney moved to approve the 2025 Proposed Budget. Jamie Hollon seconded and the motion approved unanimously.

- Library Board Priorities – the library is working with the city to find a long-term funding solution, working with the city and Historical Society on funding/curator position, working with the DRC to explore options with the OAC mini-branch and improving signage around the library including rooms and lobby. New to the list are replace community room carpet with something that handles heavy use and hides stains and remodel lobby restrooms.

Jamie Hollon moved to approve the Library Board Priorities. Susan Swaney seconded and the motion approved unanimously.

- Director Evaluation: Dustin Sharp shared the Director Evaluation process. Members will email ratings and comments to Danielle Gabor by August 15 to be compiled into one overall evaluation with all

ratings from Board of Trustee members. The completed evaluation will be reviewed at the August Board meeting.

**Executive Session: None**

**Adjournment:**

- Jamie Hollon moved to adjourn the meeting. Susan Swaney seconded the motion. There was a unanimous vote to approve.
- Meeting adjourned at 7:08 p.m.

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Danielle Gabor, Chair

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Susan Topping, Vice Chair