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## DERBY PUBLIC LIBRARY

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### BOARD OF TRUSTEES

October 23, 2024

**Call to order:** Meeting called to order by Gabe McKeever at 6:31 pm.

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

**Public Forum:** None

**Approval of Agenda:** Jamie Hollon moved to approve the agenda as written. Motion seconded by Cheryl Bannon. Motion unanimously approved.

**Approval of Minutes of September 25, 2024 meeting:** Dustin Sharp moved to approve the minutes as written. Susan Swaney seconded. Motion approved unanimously.

**Correspondence and Communications:** Director Gustafson shared a thank you note from St. Mary's for a Bunco Basket donation as part of their Lords Diner fundraiser.

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

Susan Swaney moved to approve September's financial report. Jamie Hollon seconded. Motion approved unanimously.

#### **Director Report:**

Bluey's Big Library Bash, a youth services event held on October 5, was a huge success! The event filled up quickly and received positive feedback. Sixty children, along with their parents and grandparents, attended.

Youth Services Coordinator, Hannah Adamson, took the book bike out for two pop-ups on October 7 and 14. With the temperatures turning colder, the book bike will go into hibernation until warmer weather returns.

Alyssa Larue, Adult and Teen Services Coordinator, wrote and created multi-media presentations for two mystery nights. The first was a fundraiser celebrating the Derby Historical Society and the second was for KanRead partner programming.

This Thursday, October 25, the library will host a bluegrass concert featuring Dylan Roe, a former library employee.

All text-messaging updates are complete. Staff not only verified and updated over 8000 patron phone numbers but also assisted our consortium library partners with their updates to the new system.

The Friends of the Derby Library have donated \$1500 to become a silver sponsor of Christmas in the Park.

The early literacy area of the library is open after a refresh with new paint.

Following recent storm damage, our insurance company has approved roof quotes for a complete new roof replacement.

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

Arts Council:

- High Wall Gallery: We have a new art installation by Derby photographer, David Birmingham. *The Last Frontier* takes viewers on a trip to Alaska. The artist reception on November 15 offers a chance to meet Birmingham and learn about his travels and misadventures. Live handpan music will be performed by Daniel Baird.
- Gathering Space Gallery: The Midwest Artists show closes next week. Look for the Derby Photo Club to share *Shutter Stories* next. Their art reception will take place on November 15. Musicians Mike and Michelle Roesch will entertain us during the reception.

### **Unfinished Business:**

- Outdoor Area – PEC has experienced staffing changes. One of their Vice Presidents is now assisting on our project.

### **New Business:**

- Library Board Policies and Procedures: Director Gustafson shared his updates on the policies and procedures section of the library manual. The majority of changes consist of removal of appendixes that were copies of state statutes available online. Other changes reflect positional changes made since last policy revision in 2017. Discussion concerning Director purchase limits and emergency spending.

Jamie Hollon moved to approve the Library Board Policies and Procedures as amended. Cheryl Bannon seconded. Motion approved unanimously.

- Director Job Description: Discussion. Director Gustafson shared there are a lot of state statutes that govern libraries. Derby Library collaborates with the City of Derby to maintain a healthy partnership. This teamwork and collaboration benefits all.

Cheryl Bannon moved to approve the Director Job Description as written. Susan Swaney seconded, Motion approved unanimously.

### **Adjournment:**

- Cheryl Bannon moved to adjourn the meeting. Dustin Sharp seconded. There was a unanimous vote to approve.
- Meeting adjourned at 7:30 p.m

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Danielle Gabor, Chair

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Susan Topping, Vice Chair