
DERBY PUBLIC LIBRARY

BOARD OF TRUSTEES

December 18, 2024

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

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

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

Public Forum: None

Approval of Minutes of November 20, 2024 meeting: Susan Topping moved to approve the minutes as written. Jamie Hollon seconded. Motion approved unanimously.

Correspondence and Communications: The library received a thank you from Operation Holiday for our Christmas in the Park donation. The Cosmosphere generously donated 2025 family passes for library patrons to borrow.

Financial Reports: Eric Gustafson presented the November financial report, noting that the library has experienced another successful year. In 2025, we will closely examine eMedia and HOOPLA expenses as demand for these services continues to increase.

Dustin Sharp moved to approve November's financial report. Jamie Hollon seconded. Motion approved unanimously.

Director Report:

Library Staff Accomplishments: Staff successfully designed, constructed, and represented the library with a float in the Derby Christmas Parade. Over 5,000 attended Christmas in the Park on December 14, with significant community volunteer support.

Youth Programs & Library Visits: Youth Winter/Spring programs begin on January 6. Brochures highlighting youth and adult programs were shared with the Library Board. The Director of JH Robbins Memorial Library in Ellsworth, Kansas, visited DPL on November 22, touring the library and discussing staff presentations at the Kansas Library Association.

Digital Signage & Christmas in the Park Donations: Digital signage installation is nearing completion. Equipment is in place and synchronized with the library calendar. The installation will complete in December. Christmas in the Park received donations from Vicky Decarsky (Gold Sponsor, \$5,700), DCF Community Enrichment Grant (\$1,000), and Skincare by CM (Bronze Sponsor, \$500).

Staffing Changes: Debbie Thomas will retire on December 20, with Hannah Adamson assuming her role in January. Grace Calvin will depart at the end of January. Tabbitha Sanders will become the new Senior Youth Services Assistant. Terrance Krewer-Reed will be leaving at the beginning of 2025. The library will have three open positions to fill in the New Year. Job postings have begun.

Committee/Special Reports:

Arts Council:

- The DAC is closing another successful year at the library. January will bring new art to our galleries and the display case.
- Gathering Space Gallery – Will feature the Kansas Academy of Oil Painters (KAOP).
- High Wall Gallery – Will feature AI Photography from Derby artist, Bill Fales.
- Display Case – Julian Thomas-Horning will share his lifelong love of comics with the library.

Unfinished Business:

- Outdoor Area – Final plan review and site plan review are complete. Next steps – Bidding January 6-24th. PEC has projected a start date of March 2025 with completion mid-July.

New Business:

1. 2025 Pay Classification
2. 2025 Merit Increase Calculation Guidelines

Dustin Sharp moved to approve both the 2025 Pay Classification and the 2025 Merit Increase Calculation Guidelines. Jamie Hollon seconded. There was a unanimous vote to approve.

Adjournment:

Susan Topping moved to adjourn the meeting. Dustin Sharp seconded. There was a unanimous vote to approve.

- Meeting adjourned at 6:58 p.m.

Minutes Approved January 22, 2025