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## DERBY PUBLIC LIBRARY

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### BOARD OF TRUSTEES

August 27, 2025

**Call to order:** Meeting called to order by Gabe McKeever at 6:30 pm.

**Roll Call:** Jamie Hollon, Gabe McKeever, Susan Swaney and Susan Topping were present. Eric Gustafson, Library Director, Hannah Adamson, Assistant Director and Tami English, Office Manager also attended.

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

**Public Forum:** None

**Approval of July 23, 2025 meeting minutes:** Susan Topping moved to approve the minutes as written. Susan Swaney seconded. Motion approved unanimously.

**Correspondence and Communications:** Letters of gratitude were received from USD 260 for the library's participation in the New Teacher Luncheon. A letter of thanks was also received from the Derby Historical Museum for hosting a book talk and signing for Butch Ewing's latest book, *Derby Kansas: Two Different Cities*.

**Financial Reports:** Director Gustafson shared financially, the library is well-positioned with the current budget.

Susan Swaney moved to approve the June financial report as presented. Susan Topping seconded. Motion approved unanimously.

#### **Director Report:**

**Summer Reading:** The Summer Reading program concluded on July 27. Program attendance saw a significant increase, and participation in the reading challenge remained consistent.

**Outreach:** Outreach Coordinator Megan has been actively involved in several community events, including the Derby Schools New Teacher Luncheon, National Night Out, Together Sedgwick County, the Oaklawn Back to School Carnival, Third Thursday, and the Derby Wellness Expo.

**KanRead:** The library's consortium partnership with KanRead began on August 18 and will run through October 18. The library is hosting a mystery night as part of this program.

**Rhythm and Read Park:** The grand opening of the park is scheduled for Thursday, September 4, from 6:00 to 8:00 p.m. Light poles and trash cans have been installed, and the camera installation is on schedule to be completed before the opening. This will be a great addition to the Derby community.

**Outdoor Mural:** Work on the 80-foot outdoor mural is progressing ahead of schedule.

**Grants:** We are in the final stages of submitting the remaining portion of our LWCF funding grant.

**Building Maintenance:** The roof replacement and roof drain repairs are complete. The building remained watertight during a recent rainstorm, confirming the successful repairs. The library is also first in line for new HVAC building controls, which is excellent news, as our current system is obsolete and the previous operator has closed his business.

**Committee/Special Reports:** Arts Council

The artists' reception on August 22 was well-attended. The event featured live music from two new musicians: Trevor Stewart on the chapman stick and Charlie Wilks, who performed Beatles music.

The gallery walls are currently bare, but new artwork is scheduled to arrive next week.

**Unfinished Business:**

Outdoor Area – Grand Opening of Rhythm and Read Park is Thursday, September 4 from 6-8:00 pm. Light poles and trash cans have been installed. The park will be a great addition to the Derby community.

**New Business:**

Years of Service update: Eric Gustafson shared an improved policy for staff years of service. Discussion.

Susan Topping moved to approve the Years of Service Policy as presented. The motion was seconded by Susan Swaney and approved unanimously.

**Executive Session:**

Susan Topping moved the Board of Library Trustees into Executive Session to discuss the Library Director's Evaluation pursuant to the non-elected personnel matter exception. The open meeting resumed in the Frank Fanning Room at 7:05 pm. Gabe McKeever seconded. Motion passed unanimously. No binding action was taken.

**Adjournment:**

Jamie Hollon moved to adjourn the meeting. Susan Swaney seconded. There was a unanimous vote to approve.

Meeting adjourned at 7:07 p.m.

Minutes Approved September 24, 2025