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## DERBY PUBLIC LIBRARY

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### BOARD OF TRUSTEES

October 22, 2025

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

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

**Approval of Agenda:** Gabe McKeever moved to approve the agenda. Seconded by Susan Swaney the motion approved unanimously.

**Public Forum:** None

**Approval of September 24, 2025 meeting minutes:** Gabe McKeever moved to approve the minutes as written. Susan Swaney seconded. Motion approved unanimously.

**Correspondence and Communications:** An email was received from a patron commending Alyssa LaRue for the success of movie-themed programming. The patron expressed specific gratitude for the monthly Library Lounge events, which they utilize for a "date night." These events typically draw 10 to 20 attendees each month.

**Financial Reports:** Director Gustafson shared the financial reports with the Board. A key point of discussion was the successful transition of all employee payroll to the property tax fund. The overall financial status was reported as positive and adhering to the approved budget.

Susan Swaney moved to approve the September 2025 financial report as presented. Cheryl Bannon seconded. Motion approved unanimously.

### Director Report:

Director noted a statistical decline in book circulation coinciding with recent industry changes. This decline is attributed to the failed merger of our primary vendor, Baker & Taylor, which was announced in September and officially ceased business operations in October, with the company scheduled to close by the end of 2025.

- Hannah Adamson was commended for proactively establishing new vendor accounts with Ingram and Brodart to minimize delays. Staff is currently setting up standard order plans with these new partners. Hannah and Tami English have finalized the new accounts with Brodart and Ingram.
- To address the immediate backlog, a bulk order of 1,000 backordered titles was placed through Amazon Business. Tami English established an Amazon Business account to provide 30-40%

discounts in book purchases. Gustafson and Ashley Pohlenz are managing the fulfillment of these immediate needs.

- Despite the major vendor disruption, the Library has experienced a minimal one-week delay in overall collection delivery. The goal is to resume normal ordering processes at the beginning of November.

The new discovery layer, Aspen Discovery, is tentatively scheduled to go-live as early as January 22, 2026. Hannah is collaborating with ByWater Solutions to develop the KanShare Aspen Discovery landing page. Staff-wide training sessions will be scheduled for late 2025.

The Library continues its outreach efforts by maintaining a presence at Third Thursday events with the book bike. Staff are also scheduled to attend several Trunk-or-Treat events throughout Derby.

Tabbitha Sanders successfully organized and executed a special Touch-a-Truck program on October 18th. Participants included the Police Department (PD), Fire Department, Public Works, and Snodgrass and Sons, all of whom provided equipment for children to interact with. Approximately 350 were in attendance on this light rainy fall morning.

We continue to have both Friends of the Library and community support. The Library received \$1,500 from the Friends of the Library and \$500 from Security First Title for Christmas in the Park funding. The Friends of the Library also donated \$100 toward the purchase of candy for the Halloween story time. A donation of \$75 was received in memory of Nancy Arroyo.

Our dedication plaques for the new park are installed at the park. We are still waiting on a video surveillance sign.

New building controls are currently being installed. A firm completion deadline is unavailable, but the work is anticipated to be completed by the end of the month.

The wall adjacent to the Youth Services office has been successfully patched and painted.

A Public Support Services employee has resigned. Applications are currently open, and interviews are scheduled to begin the first week of November.

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

The double art reception held October 17 had 144 in attendance. Visitors enjoyed the live music played by Brazilian cellist Kaina Valentim and the Victor Rose Duo. The shows close on October 29. Look for the Wichita Women's Arts celebrating their 75 years creating art and the Friends of the Library's own, Susan Gessler to show mid-November.

**Display Case:** Get ready for a heartwarming lobby display! Community volunteer extraordinaire, Betty Wilken, known for her tireless service on the Library Board, Derby Historical Museum, and City Council along with countless other civic good deeds will share a piece of personal winter magic: her marvelous snowman collection! This festive tradition began in 1966 and has since grown to boast over 135 whimsical pieces.

**Unfinished Business:**

Outdoor Area – Final Updates: Great News! The splash pad is completely repaired at absolutely no cost to the library. Rhythm and Read Park's punch list is complete.

**New Business:**

Trustee and Financial Policy: The Library Board of Trustees' approval of the ILL/Administrative position necessitated changes to policy pages 12-14. This amended policy matches the position description duties.

Gabe McKeever moved to approve the Trustee and Financial Policy as presented. Susan Swaney seconded the motion, and it approved unanimously.

Trustee Resignation: Cheryl Bannon announced her resignation from the Board of Trustees for personal reasons. Director Gustafson formally thanked her for her service to the library.

**Executive Session:** none

**Adjournment:**

Cheryl Bannon moved to adjourn the meeting. Susan Swaney seconded. There was a unanimous vote to approve.

Meeting adjourned at 7:35 p.m.

Minutes approved November 19, 2025