
DERBY PUBLIC LIBRARY

BOARD OF TRUSTEES

November 19, 2025

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

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

Approval of Agenda: Gabe McKeever moved to approve the agenda. Seconded by Dustin Sharp the motion approved unanimously.

Public Forum: None

Approval of October 22, 2025 meeting minutes: Susan Topping moved to approve the minutes as written. Gabe McKeever seconded. Motion approved unanimously.

Correspondence and Communications: None

Financial Reports: Director Gustafson shared the financial reports. Spending for the year is on budget. We will likely overrun budget lines for digital items (Hoopla) and games and underrun on programs, supplies and miscellaneous.

Dustin Sharp moved to approve the October 2025 financial report as presented. Susan Swaney seconded. Motion approved unanimously.

Director Report:

The anticipated go-live date for the Aspen Implementation is as early as January 22, 2026. Hannah is currently working with Bywater Solutions to develop the KanShare Aspen Discovery landing page. Staff training for all personnel will be scheduled for late 2025.

Six staff members attended the Kansas Library Association annual conference in Manhattan, Kansas. Megan and Maycie presented a session on Staff Enrichment. Megan and Hannah presented a session on Library Outreach. Eric led several business meetings for the Sunflower eLibrary consortium.

Christmas in the Park is scheduled for December 13th from 8:30 a.m. to 5:30 p.m. at Madison Avenue Central Park. We are all systems go for this free day to our community.

The library currently functions as a Day-of Polling Location and has been approached with a request to extend this role to include service as a full Advanced Polling Location for future elections. Becoming an Advanced Polling Location is a positive step that strongly supports the library's mission as a trusted civic hub, potentially increasing foot traffic and exposure to library services among a wide range of

citizens. However, this extended use would require the dedicated reservation and closure of the Community Room for the duration of the early voting period, primarily affecting programs and public reservations during extended periods in August and November.

The library is continuing the effort to successfully complete the switch from Baker & Taylor to Ingram as the new primary book collection vendor. Our Interlibrary Loan (ILL) and Cataloging staff have demonstrated exceptional efficiency by rapidly processing the backlog of books, which is allowing the library to incrementally return to normal ordering timelines.

The building's operational efficiency has improved significantly following the successful installation of new building controls. These modern controls are now fully functional and are expected to ensure more consistent and comfortable temperatures throughout the facility for both staff and patrons. Additionally, the Community Room has undergone a recent refresh, including a fresh coat of paint.

The Library is now at full staffing capacity with the hiring of Leigh Stephens as the new part-time Public Services Specialist (PSS) Assistant. In terms of professional development, library staff recently participated in the mandatory city-wide ethics training, which was led by Colonel Brenda Dietzman (Ret.).

Committee/Special Reports:

Art Galleries: The Derby Arts Council recently installed the final two exhibits of the year, both of which are currently on display. The Gathering Space Gallery features "Unbroken Thread," a celebration marking the 75th Anniversary of the Wichita Women Artists. This group has been a regional cornerstone for championing female artists and fostering creative growth, and the show itself is a diverse showcase including oil, acrylic, watercolor, mixed media, and alcohol ink artworks. Concurrently, the High Wall Gallery is featuring "Travels and Traditions" by Derby resident and Friends of the Library Board member, Susan Gessler. Her beautifully illustrated paintings draw inspiration from scenic locations she has visited, with the "Traditions" element serving as a tribute to family. A free and public artist reception for both exhibits will be held on November 21st, featuring live music by Kaina Valentim and Trevor Stewart.

Display Case: The Derby Public Library is delighted to share the return of Betty Wilken's beloved Snowman Display, providing a festive holiday display perfect for visitors of all ages. Instead of falling snowflakes, dozens of charming snowmen are nestled in the library display case, each one possessing its own distinct personality and style. Betty's collection features cheerful creations, ensuring guests encounter a wide array of whimsical winter characters.

Unfinished Business: None

New Business:

2026 Holidays and Board Meetings: Director Gustafson shared important dates for the coming year. Holidays have been previously approved as stated in our policy manual and match the City of Derby.

Executive Session: none

Adjournment:

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

Meeting adjourned at 7:02 p.m.

Minutes Approved December 17, 2025