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## DERBY PUBLIC LIBRARY

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### BOARD OF TRUSTEES

December 17, 2025

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

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

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

**Special Recognition:** Tonight, the Board bid a fond farewell to Vice Chair Gabe McKeever, who is concluding seven years of dedicated service as a trustee. Gabe will continue his service to the Derby community as a newly elected member of the City Council. Director Gustafson thanked him for his commitment and presented several tokens of appreciation: a certificate, a letter from Mayor Mark Staats, and three books with personalized nameplates to be placed in the library's permanent collection.

**Public Forum:** None

**Approval of November 19, 2025 meeting minutes:** Susan Topping moved to approve the minutes as written. Dustin Sharp seconded. Motion approved unanimously.

**Correspondence and Communications:** Staff has received Christmas cards and cookies from patrons of the Derby Library.

**Financial Reports:** Director Gustafson presented the financial reports for November. He noted that the library will likely finish the 2025 fiscal year under budget in the categories of books, books-on-CD, and DVDs.

Gabe McKeever moved to approve the November 2025 financial report as presented. Dustin Sharp seconded. Motion approved unanimously.

### Director Report:

Director Gustafson reported that the new Aspen Discovery interface is scheduled for a potential go-live date late January 2026, and staff is currently working with ByWater Solutions to finalize the KanShare landing page. Comprehensive staff training for the new system will be scheduled for early 2026.

Youth Services programming will resume on January 5, 2026, following a winter hiatus, and the board was provided with the new Winter/Spring semester program guide.

Regarding the facility, new building controls have been successfully installed and are functioning well, which will ensure more consistent temperatures throughout the library.

Gustafson noted that Christmas in the Park was held on December 13th with support from Skincare by CM and many other contributors. A large contingent of staff and trustees participated in the event.

Director Gustafson noted library staff provided significant community services, including 179 passport applications, 189 notary signings, 68 passport inquiries, two proctored exams, and three technical assistance sessions.

Staff milestones were also celebrated, with the library recognizing Sheila Rogers for 15 years of service, Megan Ball for 20 years, and Justin Ball for 25 years. Additionally, the peer-nominated "Above and Beyond" staff bonus awards were presented to the Interlibrary Loan and Cataloging team (Ashley, Sheila, and Emily G.), Megan Ball, and Alyssa LaRue.

Leadership and staff remained active in the community through participation in Rotary, the Arts Council, the Historical Society, and various professional meetings including WALA and Sunflower eLibrary.

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

**Art Galleries:** The Gathering Space Gallery and High Wall Gallery continue to show last month's exhibits. New shows will come in January.

**Display Case:** Betty Wilken's beloved snowman display continues in the lobby display case.

**Unfinished Business:** None

### **New Business:**

1. 2026 Merit Increase Calculations Guidelines
2. 2026 Pay Classifications

Director Gustafson shared schedules for the two above business items. The merit increase calculation guidelines remain in line with 2025 and are the same as the City of Derby.

Susan Topping moved to approve both the 2026 Merit Increase Calculation Guidelines and the 2026 Pay Classifications as presented. Dustin Sharp seconded the motion, and it carried unanimously.

**Executive Session:** none

### **Adjournment:**

Gabe McKeever moved to adjourn the meeting. Susan Topping seconded. There was a unanimous vote to approve.

Meeting adjourned at 7:08 p.m.

Minutes Approved January 28, 2026