
DERBY PUBLIC LIBRARY

BOARD OF TRUSTEES

April 22, 2026

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

Roll Call: Danielle Gabor, Maria Sargent, Dustin Sharp, Vanessa Schoon Smith, 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: Susan Topping moved to approve the agenda as amended. Seconded by Dustin Sharp, the motion approved unanimously.

Public Forum: None

Special Recognition: Eric Gustafson recognized outgoing board member Dustin Sharp for his four years on the board and service as Treasurer. A certificate of thanks was presented to Mr. Sharp on behalf of the Board and books were dedicated to the collection in his honor.

Special Presentation: Girl Scout Troop #40176 shared a presentation regarding their Bronze Award project, titled "Kindness Rocks." After reflecting on their learning throughout the year, the scouts expressed a desire to "paint the town with kindness." Their proposal includes establishing a permanent rock garden at the library where patrons can exchange hand-painted rocks featuring positive affirmations. The scouts emphasized their hope that this project would foster a culture of encouragement in Derby.

Approval of March 25, 2026 meeting minutes: Dustin Sharp moved to approve the minutes as written. Vanessa Schoon Smith seconded. Motion approved unanimously.

Correspondence and Communications: None

Financial Reports: Eric Gustafson presented the 2026 first quarter financial report, noting that the library budget projections are in line with spending. Discussion

Maria Sargent moved to approve the March 2026 financial report as presented. Susan Topping seconded. Motion approved unanimously.

Director Report:

The Board reviewed the quarterly statistical reports for the first quarter of 2026. Director Gustafson highlighted the sustained growth in digital engagement, specifically noting that 24,000 digital audio items were circulated during this period. Our expenditures reflect the popularity of eContent provided by the library. Additionally, the library continues to provide essential community services, processing 192

notaries 307 passport applications, 138 passport questions, and assisting with various proctoring and technical support requests.

The Youth Services team concluded their regular weekly programming on April 17th to transition into Summer Reading preparations. Staff members are currently visiting all nine elementary schools and St. Mary's to promote the upcoming challenge. A total of 30 local teens have already enrolled as volunteers to assist staff and serve as role models for younger participants. The Summer Reading Program is set to officially kick off on Tuesday, May 26th; program guides were provided in the Board packet for further detail.

Ashley Pohlenz, ILL & Cataloging Coordinator, recently hosted a comprehensive training and cataloging meeting for the Kanshare consortium. The session focused on sharing "tips and tricks" and establishing standardized cataloging practices. This effort aims to improve the user experience for the entire consortium.

The library has update its copiers by signing a new five-year lease with Digital Office Systems. Since the library is retaining the majority of its existing printers, contract costs have remained stable. Regarding the facility, staff are currently brainstorming lighting solutions to brighten the reading area near the computer lab. Furthermore, the library is working closely with the City to transition the management of High Park rentals from the DRC. The library will begin accepting reservation requests for the open shelter, amphitheater and the Darryl Zimmerman Family Shelter on May 18th.

A \$100 honorarium was gifted to the library by Derby resident and SCKLS speaker Bekah Selby-Leach, who chose to donate her speaker fee. Additionally, the library has secured "Christmas in the Park" sponsorships from Andover Auto Body (\$1,500) and Morgan's Steakhouse (\$500).

Committee/Special Reports:

The district-wide Elementary Art Show, featuring student artwork from all nine Derby elementary schools, was a major success. The artist reception, held on the first "Third Thursday" of 2026, had close to 300 in attendance, including students, families, and community members. The event successfully celebrated the creative achievements of young artists and the dedication of the educators who inspire them.

The May lobby display features a collection of scale model aircraft and motorsports vehicles by retired Brigadier General and Derby resident Brad Link. The exhibit highlights Mr. Link's 64-year modeling hobby alongside mementos from his distinguished military career as a B-1 Lancer pilot.

Unfinished Business: None

New Business:

- **Personnel Policy Civil Leave:** The Board reviewed a recommendation to amend the Civil Leave policy. Director Gustafson proposed that staff called for jury duty be permitted to retain their jury service pay and mileage reimbursements while receiving their regular library salary. Staff

were already allowed to receive their regular pay and mileage under the current policy. With the proposed change, they would no longer need to sign over their jury pay. Discussion.

Dustin Sharp moved for the Personnel Policy proposed be approved as amended. Vanessa Schoon Smith seconded the motion, which passed unanimously.

- **Kansas Open Meeting Act:** Director Gustafson reviewed the standards for board governance under Robert's Rules and the Kansas Open Meetings Act. He highlighted the library's commitment to transparency through public notice and detailed minute keeping. The Director specifically addressed the distinction between open and executive sessions, reiterating that while personal matters and staff evaluations may be discussed privately, all action items and votes must be made in a public forum.

Executive Session: none

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

Meeting adjourned at 7:27 p.m.

Minutes Approved May 27, 2026