

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

August 19, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 19, 2003 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Matt Goolsby, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Ms. Sarah Bagby, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Ed Koon and Ms. Ronda Limon-Lowderman.

Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Also in attendance: Dr. Jim Erickson, President of the Friends of the Library; and Ms. Janice Goudy, League of Women Voters.

During lunch, Jennifer Heinicke, Special Projects Librarian, spoke about upcoming fall programs for children, teens and adults, and the TTC (Technology Training Center) schedule. Brochures were distributed to Board members. After a busy summer, fall programs will continue contributing standard favorite programs such as nursery rhyme times and puppet shows, while also offering new ones, among them:

"The Learning Tree" -- a new program for students in K-5 learning English as a second language;

"Electronic Resources for Students" -- for grades 6-12 to familiarize students with technology resources offered at the public library; and

"Mosaic: Maximizing Opportunities for Students and Adults in the Community" -- to help Hispanic middle school students struggling with truancy and school to address education issues with their families. Wichita ACTS on Truancy is a partner for this program and with the Wichita Public Library was one of thirty public libraries selected for the MetLife Foundation *Reading America* program by Libraries for the Future.

Tim Moore called the meeting to order at 12:10 p.m., a quorum being present.

Donna Aldrich was introduced as a new Board member appointed by Mayor Mayans.

Janice Goudy was introduced as the new representative from the League of Women Voters.

Minutes of the regular meeting held on July 15, 2003 were presented. Nancy Ogle moved (Baker) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman presented the Finance Committee report. Operating Fund Bills in the amount of \$422,140.30; Grant Fund Bills of \$35,716.63; Prior Year Grant Fund Bills of \$886.59; and Memorial & Gift Fund Bills of \$847.93 totaling \$459,591.45 for the month of July 2003 were presented, as well as the Financial Report for July 2003. Mr. Layman moved that the Financial Report and bills for July 2003 be approved and payment authorized. **Motion carried unanimously.**

The Finance Committee discussed costs for compliance with the CIPA (Children's Internet Protection Act). Approximately \$8,000 in federal funding will be lost if the Board would decide not to comply with the filtering mandate. Mr. Layman stated the Finance Committee needed to know the sense of the Board as to whether we should comply or not comply with the CIPA mandate. The matter will be addressed in the Operation Committee agenda item.

Mr. Layman stated the Finance Committee discussed the outcome of the City's adopted budget for 2003 Revised/2004 Adopted/2005 Projected Budgets. The feeling was that the library came out well considering constraining budgetary times. There is good news in that the City has released all library 'frozen' vacant personnel positions. New staff will be starting as soon as possible to fill these positions.

The Levand Trust has offered to support the summer reading club program in 2004 with \$24,000 assistance, an increase of \$4,000 over this year to Wichita Public Library. Gerald Layman moved on behalf of the Finance Committee to approve the Levand's generous contribution of \$24,000 for the 2004 summer reading club program. **Motion carried unanimously.**

KAN-ED will contribute monies to schools, hospitals and public libraries in Kansas. The subsidy comes from the Kansas universal service fund and its goal is to share electronic resources regardless of where one lives in the state of Kansas. The Wichita Public Library system will receive \$4,100 for each of our buildings. The money will be used to pay for upgrade network infrastructure and to offset costs of Internet access.

Operations Committee Report

Nancy Ogle, Chair, discussed the following items:

- CIPA compliance – To comply or not to comply? Ms. Ogle explained that if we comply, we get a subsidy of \$8,000. The cost of purchasing filtering software is anticipated to be comparable to that amount. The concern would be the cost of the ongoing staff time to monitor the filtering hardware, especially the disabling of filtering if patron is of legal age and requests such. If the Board decides to filter, the filtering needs to be in place by July 1, 2004. The Director needs a decision of the Board to know which steps need to be taken. The library system has approximately 150 machines that would require compliance. For best technical support, filtering should be undertaken at a network level. However, a key consideration in the supreme court decision is that if an adult patron wants a workstation's filter to be disabled, staff must do so in a timely fashion. This means the product must also have options available at the individual workstation

level. Randy Brown asked if we could dedicate a modest personnel resource to this and handle on individual cases. Cathy Landwehr asked if other library systems that already have filtering had a monetary amount. John Ellert is processing e-rate forms. If we choose to deny, they would like to re-direct these funds. Randy Brown stated he does not see how we cannot comply, that politically it seems necessary. Ms. Berner Harris mentioned that the Hays Public Library voted not to filter, deeming it the price of freedom. The Johnson County public library system voted unanimously to filter. The latter seems to be the prevailing notion among library systems. Cyndi Berner Harris thinks that we should comply, as it will keep the e-rate funding coming. Her biggest concern is that the library only has one person on staff for technical support for 150 workstations. Ms. Berner Harris believes there will be a state law regarding this ruling as well so that we might as well start the process of filtering. Dr. Erickson voiced concern that it seems impossible to keep updated computer-wise and would this be a problem as well. Tim Moore explained that the library's "Internet Access and Acceptable Use Policy" covers these issues which makes the filtering mandate maddening; however, more legislation will likely be coming and the future scenario is that we cannot survive with decreases in state aid. Mr. Moore stated this is an opportunity to figure out something that works for the library system in the way of filtering with uninterrupted service and no complaints. Cathy Landwehr moved (Goolsby) that the Wichita Public Library comply with the mandates of the federal CIPA ruling. **Motion carried unanimously.**

- Photo reproduction and use fees – Ms. Ogle distributed copies of the proposed policy concerning changes in the photo reproduction and use fees. A few meetings ago, the Board was asked to consider adoption of a fee schedule for reproduction and use of photos from the Wichita Public Library, the Wichita-Sedgwick County Historical Museum and Wichita State University Libraries' Department of Special Collections. Staff was asked to develop additional language clarifying when use fees might be waived. In particular, some board members had encouraged flexibility for research and civic projects. This proposal attempts to address that intent. Nancy Ogle moved on behalf of the Operations Committee that the Board approve the following policy that no use fees be charged in the following situations:

Non-commercial use in publications issued by non-profit societies or agencies operating in Kansas;

Scholarly use, defined as publication in scholarly journals with print runs of 10,000 copies or less or university press publications with print runs of 5,000 copies or less;

Use of photographs by the news media in newspaper articles, newscasts or documentaries.

Randy Brown thought the descriptions were too narrow and would discourage independent use. The mentioning of a photo 'courtesy of the Wichita Public Library' should be due credit and payment in itself.

Nancy Ogle amended her motion (Brown) to change the above wording as follows:

Under the second bullet, change 'journals' to 'works'. In the third bullet, strike the words 'by the news media' from the sentence. This ensures Mr. Brown's objection and reveals a broader definition for exemptions of fees. **Motion carried unanimously.**

The resulting language for fees waived follows:

Non-commercial use in publications issued by non-profit societies or agencies operating in Kansas;

Scholarly use, defined as publication in scholarly works with print runs of 10,000 copies or less or university press publications with print runs of 5,000 copies or less;

Use of photographs in newspaper articles, newscasts or documentaries.

- Customer Code of Conduct – Copies of the library's customer code of conduct were distributed as a reminder of what is considered serious offenses and unacceptable behavior. The police are making their presence known through the Central Library more often, thus enhancing patron and staff security and safety. No changes were deemed necessary to the code of conduct.

Planning & Facilities Committee Report

Barbara Baker gave the Planning and Facilities Committee report as follows:

- The Library Foundation Board of Directors passed a resolution at its July 31 meeting requesting the following action by the Library Board:

RESOLVED: That the Genealogy/Special Collections area in the Lower Level of the Central Library be renamed "The Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center".

This action is recommended in recognition of a one-time unrestricted gift in the amount of \$527,000.

FURTHER: The Library Foundation Board requests that the rare book area in the lower level be renamed "The Charles B. Driscoll Reading Room".

This action is recommended in recognition of the sale of the Driscoll Piracy Collection and the subsequent contribution to the library's general endowment in the amount of \$332,155.

On behalf of the Planning & Facilities Committee, Barbara Baker moved that the Genealogy/Special Collections area be renamed "The Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center" and that the former Special Collections room be renamed "The Charles B. Driscoll Reading Room". **Motion carried unanimously.**

Mold was found in the office of the library's Volunteer Coordinator, lower level at Central, apparently resulting from previous plumbing problems in the restrooms. The area was completely cleaned. Staff from the Environmental Health Department inspected the space and declared it ready for occupancy.

Landscape maintenance issues for Alford and Evergreen branches are nearing resolution. Park Department staff agreed to assume maintenance and are working with the landscaping staff on warranty issues and with Public Works staff on some needed repairs to the sprinkler systems in both locations.

The City's office of Central Inspection has reviewed potential concerns about ADA (Americans with Disabilities Act) issues at the Rockwell Branch and Central. Rockwell will be scheduled for remediation along with plans already identified for the Westlink and Alford facilities. Signage changes for Central have been recommended, such as better signs noting location of accessible restrooms.

Public Affairs Committee Report

Randy Brown, Chair, stated that he would like to give a more detailed report on the Public Affairs Committee at the September 16 meeting, noting that as President of the Sunshine Coalition, he may have a conflict of interest in participating in discussion on the open records exemption reauthorization issue which is among the proposed 2004 library legislative agenda items.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reported that the Friends of the Library are running the bookstore smoothly with volunteers until a bookstore manager is hired. Internet sales of books remain enthusiastic.

Director of Libraries Report

The Levand Trust has agreed to give \$24,000 to the Wichita Public Library for its 2004 Summer Reading Program.

There will be a MPLA (Mountain Plains Library Association) youth service award given to promote literacy and programming. The Levand partnership project is being nominated for an award. County Commission Chair Tim Norton has provided a letter of support for the nomination package.

Technology issues have plagued the Library this past month, in particular the server that does web page delivery and e-mail failed. The Library was without these services for about a week. This caused a postponement in the planned August 7 'down day' for integration to the City's network. This date will now be some time in September.

Security and safety have been a major focus this past month, with police presence at Central being a tremendous help. The Friends of the Library purchased ten walkie-talkies so that all workgroups will have instant communication with the LIC, security guard, and custodial if needed. The police department is setting up an assertive communication

training session for library personnel in how to handle disruptive patrons. The issue of relocating smokers and loiters to a further distance from the front entrances at Central is being considered. The police have expressed an interest in the Patio Room as a possible relocation for their downtown station if their current downtown sub-station is ever razed, such as in the event of the proposed downtown Waterwalk development project. There would be a slight room rental revenue loss as well as loss of some space; however, the welcoming presence of police was considered a major plus, overriding these concerns. Matt Goolsby stated he liked this idea and was going to suggest that a police sub-station be placed inside the library. Board members agreed this would be a welcome scenario.

On September 13, the Library is sponsoring a performer's showcase. Board members are welcome to attend. The event allows performers of all kinds to demonstrate their skills in front of representatives of agencies that offer programming for children and families.

There is time to register Board members for the September 11-12 Kansas Library Association public library section and Trustee Association Conference in Hesston.

Unfinished Business

None.

New Business

Barbara Baker spoke as Chair of the Nominating Committee consisting of herself, Jane Eshelman and Helen Parli. Ms. Baker offered the following slate of officers for 2003-2004:

President	Tim Moore
1 st Vice President	Gerald Layman
2 nd Vice President	Nancy Ogle
Secretary	Sarah Bagby
Treasurer	Cathy Landwehr

As there were no other nominations from the floor, Barbara Baker moved, on behalf of the Nominating Committee, that the slate of nominations from the Nominating Committee be approved as submitted. **Motion carried unanimously.**

Committee assignment preferences for 2003-2004, mailed in Board packets, were completed and returned to Tim Moore. The list of committee assignments will be distributed at the September 16 Board meeting.

Announcements

None.

Adjournment

Gerald Layman moved (Brown) for adjournment. Motion carried unanimously. The meeting was adjourned at 1:37 p.m.

The next regularly scheduled meeting will be September 16, 2003.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries