

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

May 18, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, May 18, 2004 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Randy Brown, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier and Ms. Helen Parli. Absent: Mr. Matt Goolsby and Ms. Nancy Ogle.

Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; and Seif Al-Shaer, Operations Section Manager.

Also in attendance: Ms. Janice Goudy, League of Women Voters.

During lunch, Julie Linneman, Coordinator of Programming/Outreach, presented the plans for the library's Summer Reading Program. The program runs from June 1 through August 5 and is designed to accommodate younger children as well as teens. The first program track is entitled "Discover New Trails – READ" with an outdoor camping theme and a tie-in to Lewis & Clark. Kids will sign up at the library and books that are read to them as well as those they read themselves count toward their final goal. Ms. Linneman showed the various incentives available to children who reach various goals of which the plastic safe with a whistle on one end has already generated much interest. She cited corporate sponsorship by McDonalds, Carlos O'Kelly's, and Pizza Hut, each of which will contribute coupons for meals to participants. Last year more than 3,800 children finished the program and the hope is that even more will participate and finish this summer. The program for older children is called "Get Lost At Your Library." Incentives and prizes are based in part on the number of hours spent reading as an initial qualifier. There will be weekly drawings for rewards. At the end of the summer there will be drawings for grand prizes.

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

Minutes of the regular meeting held on April 20, 2004 were presented. Randy Brown moved (Layman) that the minutes be approved as presented. **Motion carried unanimously.**

Public Affairs Committee Report

As Randy Brown, Chair, had to leave early, he gave the Public Affairs report out of agenda order.

He began the discussion noting that HB2624, the "Auburn Bill" has gone to Governor Sebelius for action. Although the purpose of the bill is to allow the community of Auburn to withdraw from the Topeka/Shawnee County Library system, and thus has no direct

impact on Wichita Public Library, the bill could set precedents allowing individual members of any other taxing districts to secede at will, thus jeopardizing the larger good that the districts accomplish. Mr. Brown urged members to contact the Governor before May 23, the date by which she must take action, to ask that she veto the bill.

The Kansas Children's Internet Protection Act, HB2420, died this session in part because there was no funding provided to libraries to implement the directives. The action will likely come up again next year.

There was brief discussion about the City Manager search. Board members were reminded of the Advocacy plan prepared under the leadership of former Board member Lois Ruby. Mr. Brown suggested that Board members contact their appointing City Council members to ask them to consider the degree of "library-friendliness" of each of the candidates as interviews are conducted.

Finance Committee Report

Gerry Layman moved that the Finance report for April be approved as presented on the agenda: Operating Fund Bills in the amount of \$450,764.93; Grant Fund Bills of \$43,533.82; Prior Year Grant Fund Bills of \$16,139.73; and Memorial & Gift Fund Bills of \$880.74 for the month of April 2004, as well as the Financial Report for April 2004.

Motion carried unanimously.

The next item of business was the approval of a database subscription renewal to Info USA in the amount of \$14,149. The committee motion was made to approve the subscription renewal and authorize staff to submit the contract to City Council for processing. **Motion carried unanimously.**

The committee next presented a recommendation that library staff investigate further the possibility of changing to fixed fee pricing for OCLC outsourced cataloging services. The motion was to authorize staff to initiate an agreement for fixed fee cataloging services for the period from July 1, 2004 through June 30, 2005 at a rate not to exceed \$2,173 (\$26,076 annually) if staff determine that this pricing will generate savings for the library. **Motion carried unanimously.**

Finally, the committee presented a request for a budget revision to the 2004 SCKLS grant that would include funding for a membership in the Urban Library Council in order to secure access to their information in the pursuit of more "best practices" in light of the needs to further reduce the costs of library operations. A new projection of the 2004 BPH salary expense has resulted in a reduction of the amount of subsidy of the BPH program by the SCKLS grant and this generates sufficient savings to fund the \$3,000 membership. The motion was to authorize staff to proceed with budget revisions for the 2004 SCKLS grant to enable membership in the Urban Library Council and additional purchases of library materials. **Motion carried unanimously.**

Mr. Layman noted that legal action in the matter of the Levand Trust is about over and that Bank of America is about to take over the role of Trustee.

Referring back to discussion during the April meeting of the Board, several changes to the library's fees, specifically increasing the fee for replacement library cards from \$1 to \$2, raising the cap on overdue fines for all items except videos and DVDs from \$4 to \$5, and raising the processing fee when a book is declared lost from \$5 to \$7, were discussed as alternatives to budget cuts. There was discussion also of lowering the threshold for sending delinquent accounts to collections from \$40 to \$25, noting that this change has related costs because of the need to generate and mail notices to customers before accounts are sent to collection. Although there was Board consensus in support of the fee increases, no formal action was taken. Mr. Layman moved (Estes) that, effective July 1, 2004, the library adopt the revised fee schedule for replacement library cards, the cap on overdue fines for all items except videos and DVDs, and the processing fees. **Motion carried unanimously.**

Operations Committee Report

In the absence of Nancy Ogle, Chair, Ms. Jane Eshelman presented the committee report noting that we are progressing with the implementation of KanGuard filtering on the library's public computers. City IT staff found a way to configure library computers on the city network so that they make use of KanGuard. This means the library will be able to meet CIPA compliance without having to purchase any filtering software. This configuration will also resolve the problems staff have had accessing the library's subscription databases.

Work continues at a slow but steady rate toward completing the revised Technology Plan. The Director of Libraries will have the plan ready for review by the Operations Committee to make a recommendation to the entire Board at the June meeting. The Director noted that she would be submitting some editorial changes in the language of the Internet Policy to reflect the implementation of filtering at the June meeting as well.

The recent bomb threats at City Hall have resulted in a review of procedures for handling such emergency situations. It does not appear that policy changes will be required.

Planning & Facilities Committee Report

Ed Koon, Chair, presented the committee report, noting that it is lengthy.

- The termite infestation at Central has been treated.
- At Evergreen Branch, the carpet manufacturer replaced, under warranty provisions, the peeling carpet squares after determining that the squares themselves were defective.
- Roof leaks at Linwood Branch have been repaired.
- Per the building warranty, Key Construction has arranged for a landscaping contractor to make repairs on some leaks and broken heads on the turf irrigation system at Alford.
- The bushes at Westlink Branch have been trimmed so that they no longer cover the sidewalk.

- We are still waiting on Randal Steiner, Evergreen Branch Architect, to complete specifications on the building enhancement project to include HVAC improvements, finishing of the storeroom, carpet replacement behind the service desk, and installation of automatic doors.
- Along with almost every other City Department, the Library has been named in ADA complaints filed against the City. As yet, staff has not received details of the complaints. These issues will be shared with the Board when received.
- Staff has received a preliminary contact from an architectural firm offering alternative ideas for the enlargement of the Westlink Branch to those presented earlier by Martin Hanney. These will be reviewed and discussed at a later date.

Ms. Baker noted her disgust at the destruction of live plants in front of the library during the River Festival. The Director stated that she had already had an apology from Festival officials and that Tim Martz of the Park Department is taking the lead in negotiating a settlement. The Director noted that the library walks a fine line between support of an obviously popular community event and the needs of library customers to have access to the library.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reviewed the May meeting, stating that the Friends of the Library Board would like a roster of key library staff members. She also noted that the FoL Board approved three Good Samaritan requests and will be renewing the library's subscription to Learn-a-Test. Ms. Berner Harris added a clarification to discussions in the FoL meeting noting that the Learn-a-Test database is licensed by the Library not only for use within WPL facilities but also for all library customers. This means that access is available from the Planeview Community Library for anyone with a Wichita Public Library card. Such licensing is the Library's preferred method to ensure broadest access to information although often it is cost-prohibitive.

Director of Libraries Report

Referring back to earlier discussion, the Director noted not only the damage and trash issues, but that access to the library book drop had been blocked on at least three separate days during the River Festival. The ever-tight parking situation for library customers is, of course, much worse during Festival activities and there have been numerous citizen complaints about their inability to get to the library. Staff will work with Festival staff next year to try to ease some of the burden.

The Planeview Community Library agreement with USD259 calls for an annual review. Therefore, this review will take place shortly, but there is no reason to think there will be major changes. There has been some preliminary discussion to the effect that if the library's materials budget is cut during the budget process, there will be a concomitant reduction in the amount budgeted by the public library for materials at Planeview.

Ms. Estes questioned what happens to Planeview patrons who lose or hold public library materials out for a long time – are they turned over to collections? The Director replied that items loaned to Planeview are treated the same as items loaned to any other library through Interlibrary Loan. If they are lost, the borrowing library is expected to pay for them and then follow their own policies in recovering the loss from their customer.

The new Children’s Librarian at Evergreen is now on board. This means that by the end of the month, Gwen Harris (who has been acting Children’s Librarian at Evergreen) will be transitioning to a Youth Outreach position.

The recently applied-for grant to the Health Foundation was not successful and we were not funded. However, the Library did receive a partnership grant with the Central Plains Area Agency on Aging and five other public libraries in Sedgwick County from the Kansas State Library’s LSTA Special Populations Grant program to add resources to support caregivers of senior citizens.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Gerald Layman moved (Baker) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:50 p.m.

The next regularly scheduled meeting will be June 15, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries