

## WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors  
December 15, 2009

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, December 15, 2009 at the Evergreen branch library with the following present: Ms. Melissa Alley, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Lee Gee, Ms. Kellie Hogan, Ms. Cathy Landwehr, Ms. Evelyn Neier, Mr. Steve Roberts, Mr. Jon Roe, Mr. Randy Yeisley and Ms. Marge Zakoura-Vaughan. Absent: Ms. Donna Aldrich, Ms. Marcia Newton and Ms. Kerin Smith.

Staff Present: Jennifer Allen, Administrative Aide II; Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Manager; Rex Cornelius, Interim Digital Services Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Manager; Tammy Penland, Support Services Manager; Jaime Prothro, Customer Service Manager; and Larry Vos, Reference Services Manager.

Susan Estes, President, called the meeting to order at 12:05 p.m., a quorum being present.

### Public Comment

None

### Approval of Minutes

Minutes of the regular meeting held on November 17, 2009 were presented. Steve Roberts moved (Engelmann) to approve the minutes as presented. **Motion carried unanimously.**

### Review of Agenda

Jon Roe moved (Zakoura-Vaughan) to change the order of the agenda to allow Scott Knebel, Principal Planner in the Advanced Plans Division of the Wichita-Sedgwick County Metropolitan Area Planning Department, and Jeff Fluhr, Wichita Downtown Development Corporation President, to address the board now instead of waiting until new business is considered at the end of the meeting. **Motion carried unanimously.**

Mr. Knebel explained that he and Mr. Fluhr are co-project managers for the downtown master plan. Consultants Goody Clancy are leading the effort to develop the plan. They are considering what the future of downtown might look like and see a lot of potential with the location of the new Central Library for fostering development of the properties surrounding it. Ben Carlson, one of the Goody Clancy team members, has contacted Mr. Knebel and Mr. Fluhr to see if the Library Board would be willing to allow Goody Clancy to provide some input in the request for proposals that will eventually be used to obtain design services for the new Central Library. This input might help show how the new Library could fit into the bigger picture of downtown revitalization.

A considerable amount of conversation and discussion followed as board members sought to

ensure an understanding of what was being offered and how it might impact several of the questions related to the issue of mixed use opportunities for the library project. Ms. Estes expressed support for mixed use development surrounding the library and allowing Goody Clancy to share language about that, but has much concern about anything that might lead toward mixed use development on top of the proposed library facility.

Ms. Landwehr asked how much the Library would be charged if this service was utilized. Mr. Knebel clarified that there would be no cost to the Library as this work is covered by the scope of services for the downtown plan initiative. He and Mr. Fluhr made it clear that Goody Clancy is not asking the Board to commit to any of the suggestions that might be provided. Instead, because they see the potential for the Library project to relate to the downtown plan, Goody Clancy simply wants to offer their services in helping to share that vision with potential architects by offering background information and RFP language. With this understanding, it was the consensus of the Board that it would be appropriate to receive whatever suggestions Goody Clancy might offer to the Library Board as the RFP for Central Library design is developed. Mr. Knebel and Mr. Fluhr were thanked for their time and presentation.

### **Finance Committee Report**

Susan Estes gave the Finance report.

On behalf of the Finance Committee, Mrs. Estes moved to approve the Finance Report and bills for November 2009 as presented on the agenda: General Fund Operating Bills in the amount of \$657,027.36; Grant Fund Bills of \$20,451.19; prior year Grant Fund Bills of \$8,497.45; ARRA-CSBG Grant Bills of \$7,099.84; and Gift & Memorial Fund Bills of \$416.55 for a total of \$693,492.39. **Motion carried unanimously.**

The State Grants in Aid FY2010 proposed budget was presented. On behalf of the Finance Committee, Mrs. Estes moved to approve the establishment of the budget in the amount of \$181,783 as proposed by staff. **Motion carried unanimously.**

The South Central Kansas Library System FY2010 proposed budget was presented. On behalf of the Finance Committee, Mrs. Estes moved to approve the establishment of the budget in the amount of \$125,000 as proposed by staff. **Motion carried unanimously.**

A revision of the South Central Kansas Library System Grant FY09 budget has been recommended by staff. The changes revise the budget to cover personal services costs for grant funded positions through the end of the calendar year, realign the travel budget to allow for additional employee attendance at the Public Library Association conference, increase funding for equipment purchases and reduce the materials budget to the amount that already has been spent or encumbered. On behalf of the Finance Committee, Mrs. Estes moved to approve the revision as proposed by staff. **Motion carried unanimously.**

Per lease agreements with Child Start (formerly the Child Care Association), any shared space costs paid for lease of Head Start space at the Evergreen library building that exceeds the cost of maintaining that leased portion of the building is to be refunded. Without end of year expenditures for building maintenance or snow removal, it appears that the Library will be required to reimburse Child Start an amount that approximates \$600. On behalf of the Finance

Committee, Mrs. Estes moved to authorize staff to prepare a refund of lease expenses to Child Start in an amount not to exceed \$616.49. **Motion carried unanimously.**

### **Operations Committee Report**

Randy Yeisley gave the Operations Committee Report.

Staff is working on the following projects with some action for the board likely at the January meeting:

- a plan to phase out library provided computer earphones both from a cost and hygiene perspective. This will require a policy change and creation of a fee schedule to allow the Library to sell inexpensive personal headsets not unlike those provided by some airlines.
- a plan to phase out sales of CDs in lieu of flash drives. This reflects the technology evolution that began with the sale of floppy discs. Again, this involves a policy change and also a new fee schedule.
- policies related to the establishment of Wi-Fi services. The IT department is taking staff through a project management process for implementation of the Knight Foundation grant. The creation of the plan and timeline is nearly finished and the purchase of equipment in January is anticipated. A new policy is needed that clarifies requirements for use of Wi-Fi, costs for printing, guidelines for checkout and use of the grant-provided laptops, etc.
- the creation of a technology plan for 2010-2013.
- the required annual update to the continuing of operations (COOP) plan.

Also in 2010, the Library has identified a need to consolidate all of the various plans and manuals into a master document/format, ensuring that all topics are covered but unnecessary duplication is eliminated.

### **Planning & Facilities Committee Report**

Tom Engelmann gave the Planning & Facilities Committee report.

- The Library has received an inquiry from a councilman in Worchester, MA concerning the Library's operation of the Comotara branch library. He identified this as a unique service mechanism that he will be encouraging his community to replicate.
- The Library continues to have difficulties with street closures precluding access to the Central Library curbside materials returns. The most recent incident occurred last week during the Wichita Ballet performances of the Nutcracker. Kay Blair, Century II manager, has assured staff that she will be working with Century II tenants and renters to ensure that terms of an agreed upon access route will be fulfilled in the spring.
- Arrangements have been confirmed for snow removal at branch parking lots on an as needed basis.
- Dan Meehan is stuck in Memphis due to the weather so Director Berner Harris will be leading the workshop on the status of the building program immediately following the board meeting.

- The proposed Capital Improvement Plan has been released. It contains \$30,000,000 for the Central Library project. All funds for an expanded west side branch have been removed, although funds to replace the roof of the Westlink branch have been added. No funding for a Southeast branch has been included.

To formalize the response from the Board to the presentation of Mr. Knebel and Mr. Fluhr, Mr. Engelmann moved (Yeisley) to move forward with communications with Goody Clancy and to allow them to inspect the Request for Proposal and give suggestions. **Motion carried unanimously. Ms. Berner Harris and Mr. Knebel will be charged with ensuring this coordination takes place.**

### **Public Affairs Committee Report**

Melissa Alley gave the Public Affairs Committee report.

As the 2010 legislative session approaches, library funding will be a key issue. Governor Parkinson's November 23 cuts included a reduction of \$140,707 to the State Library. It is likely that most, if not all, of this reduction will be passed through to local libraries in the form of reductions to state grants in aid. Now is the time to seize every opportunity for conversations with local senators and representatives to remind them of the important services that libraries fill for the state's citizens.

The Library's "Ditch the Digits" campaign to encourage customers to make use of new Polaris functionality that allows users to create their own user names when working with their library accounts has received compliments from staff at the Charlottesville VA library who considered Jennifer Heinicke's program the best of all Polaris libraries for explaining and promoting the service. This is another example of Wichita being recognized by other communities as a best practices library.

### **Special Committee Reports**

Friends of the Library – Marge Zakoura-Vaughan gave the following information:

- The Friends of the Library met last Thursday.
- There is one vacancy on the Friends of the Library Board. Ms. Zakoura-Vaughan urged Library Board members that know of someone that might be interested, to refer them.
- Membership stands at 938 with 852 Gold Card members.
- There was discussion on the 2009 Big Read and looking forward to 2010.
- The Friends are working on a mission statement.

Library Foundation – Randy Yeisley gave the following information:

- The October meeting centered around the new money manager and how the money was going to be handled.
- The Library Foundation Board would like to know the Library Board's vision for the new Central Library.
- Fundraising for the new Central Library and possible naming rights were discussed.
- The Foundation Board would like to have a joint meeting with the Library Board and the Friends of the Library Board to discuss a fund-raising campaign for the new library.

Wichita Genealogical Society – In the absence of Mrs. Newton, Ms. Berner Harris recognized meeting guest Sage Joyner who is the immediate past-president of the Society and the designated liaison from Society to the Library. Mr. Joyner reported that the Society had met the previous evening at which time Director Berner Harris was given an honorary lifetime membership. He also noted that the program schedule for 2010 workshops had been announced. Ms. Berner Harris added that the first of these workshops will be a January 16 presentation on photo restoration and animation.

### **Director of Libraries Report**

Director of Libraries Cynthia Berner Harris reported on the following items:

- The Horizon Task Force created by the State Library to consider the Kansas Talking Book Service has come to the conclusion that the current sub-regional operation is no longer financially sustainable. It appears that all of the sub-regionals will be consolidated into one regional that will operate out of Emporia. The work of the regional will be supplemented by a small number of positions to be assigned throughout the state to help market and promote the service to eligible users.
- The Wichita Public Library has received a grant from the Wichita Community Foundation to purchase a new CD/DVD resurfacer. The current resurfacer repairs only one disc at a time and is manually operated. The new resurfacer can clean and repair 50 discs at a time in an automated manner. This will be a great benefit in helping to keep CD and DVD collections in use and to extend the useful life of these items. As material budgets decrease, this will be increasingly important.
- In response to the Wichita State environmental scan suggestion that branch operations be consolidated, Ms. Berner Harris distributed neighborhood branch use statistics from the past decade, operational costs of the Comotara and Orchard branch libraries as was prepared as part of the 2009 budget process and comparative information from peer libraries serving areas of similar geographic size and population. She asked board members to review the data in advance of a special board workshop to be scheduled in January to discuss this issue.

### **Unfinished Business**

None

### **New Business**

Melissa Alley stated that when the original \$30,000,000 for a new Central Library was asked for in the Capital Improvement Plan, it did not include demolition or land acquisition or allow for inflation so there is still a gap in what the actual cost is likely to be for this new facility. Ms. Alley asked if the board would see fit for her or another Public Affairs Committee member to attend a City Council meeting to discuss opportunities for more funds. Ms. Alley moved (Roberts) to allow the Public Affairs Committee and others to prepare and present budgetary needs for the new Central Library to District Advisory Boards and the City Council during upcoming hearings on the Capital Improvement Program budget. **Motion carried 10-1 with Ms. Estes opposed.**

Susan Estes moved (Roberts) that the Board recess into executive session to discuss personnel matters of non-elected staff and returning no time earlier than 1:45 p.m. **Motion carried unanimously.**

Mrs. Estes called the meeting back to order at 1:46 p.m. and stated that no action was taken during the Executive Session.

**Announcements**

None

The meeting was adjourned at 1:47 p.m.

The next regularly scheduled meeting will be January 19, 2010.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries