

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
August 19, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 19, 2008 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Helen Parli, Mr. Steve Roberts, and Ms. Marge Zakoura-Vaughan. Absent: Ms. Melissa Alley, Mr. Tom Engelmann, Ms. Jane Eshelman, and Ms. Nancy Ogle.

Staff Present: Cynthia Berner Harris, Director of Libraries; Jennifer Heinicke, Special Projects Librarian; Larry Vos, Reference Services Manager; Tammy Penland, Senior Management Analyst; Jaime Prothro, Customer Service Manager; Mary K. Bird-Guilliams, Collection Development Administrator; Julie Linneman, Programming/Outreach Manager; Anne Cravens, Outreach Librarian; Seif Al-Shaer, Administrative Assistant; and Jennifer Allen, Administrative Aide II.

Staff Presentation

Anne Cravens, Outreach Librarian, gave the staff presentation on the Prime Time Reading Program. Prime Time began in 1991 with a pilot in Baton Rouge. Since then 36 states have joined in. Although Kansas has participated for a few years, this will be the first time Wichita has offered the program. Ms. Cravens stated that the program is made possible with a grant from the Kansas Humanities Council. It targets families that have children ages 6-10 that are having difficulty learning to read, are considered at risk families, or have parents that are struggling with literacy. It is a six-week program beginning on September 9th from 6pm-8pm. Each session starts with a free meal for the family to encourage families that don't typically come to the library to take part. A professional storyteller will read two award-winning stories each evening. A humanities scholar will follow by leading a discussion with the families about the stories. Each session will conclude with information about a library program or service. Door prizes will also be given out to encourage attendance. A preschool coordinator will provide early literacy activities and child care for children under age 6.

Marge Zakoura-Vaughan asked whether any dyslexic children were involved in the program and if parents that feel their children could be doing better at reading were allowed to attend. Ms. Cravens answered that while certain groups are targeted for this program, no one is excluded. She also noted that the title selections for the program reflect a wide diversity of ethnicity, ensuring that all children will find stories to which they can relate. A maximum of twenty-five families and sixty participants will be enrolled.

Susan Estes, Second Vice-President, called the meeting to order at 12:09 p.m., a quorum being present.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on July 15, 2008 were presented. Barbara Baker moved (Roberts) to approve the minutes as written. **Motion carried unanimously.**

Finance Committee Report

Susan Estes reported that due to a lack of a quorum, the Finance Committee meeting was cancelled. With help from Cynthia Berner Harris, Ms. Estes reviewed the financial reports that were included in packets.

Mrs. Estes made moved (Zakoura-Vaughan) to approve the Finance report and bills for July 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$532,099.04; prior year Grant Fund Bills of \$8,603.62; 2008 Grant Fund Bills of \$45,063.95; and Gift & Memorial Fund Bills of \$4,937.06 for a total of \$590,703.67. **Motion carried unanimously.**

Operations Committee Report

Cathy Landwehr gave the Operations Committee Report. She noted that minutes of the Committee meeting along with several proposed policy changes were included in packets. On behalf of the committee, Ms. Landwehr moved approval of the proposed changes as distributed in the packets. She then asked Ms. Berner Harris to review the recommendations.

Ms. Berner Harris discussed the changes recommended by the staff and the Operations Committee contained in policies CIR-001 Customer Registration, CIR-003 First Time Card Users, CIR-004 Issuing Cards to Tour Groups and Classrooms, CIR-006 Interlibrary Loan, CIR-007 Circulation of Materials, CIR-009 Holds, CIR-010 Lost items, CIR-011 Damaged Items, CIR-011.1 Lost and Damaged Items Fee Schedule, CIR-014 Refunds and CIR-016 Personal Identification Number (PIN) Security. She noted that all changes to these policies reflect staff identified areas where additional clarification is needed or places where terms or policies should be changed to reflect the transition from the Dynix system to the upcoming Polaris system. She also reported on changes to CIR-013.1 Bankruptcies that were recommended by the Department of Law as they reviewed the other proposed changes. Ms. Berner Harris noted that a proposed substitute for changes to policy CIR-007.1 Circulation Parameters was distributed at places prior to the meeting. The substitute policy updates and extends renewal periods for many types of material. The change is required as staff as recently learned that renewal periods for loans in Polaris must match the time frames of the original loans. Finally, Ms. Berner Harris noted proposed changes to CUS-001 Customer Code of Conduct, where staff recommends broadened use of cell phones and drinking of non-alcoholic beverages in capped containers within all library facilities.

Marge Zakoura-Vaughan questioned whether staff could be allowed to make small corrections such as those in spelling and punctuation without having to bring them before the Board. Ms. Berner Harris stated this was possible if the Board moved to allow it.

Ms. Zakoura-Vaughan moved (Brown) to allow staff to make non-substantive changes in the future without bringing them to the Board first. **Motion carried unanimously.**

Cathy Landwehr moved (Neier) to amend the Committee motion to replace CIR-007.1 Circulation Parameters schedule included in the original proposed changes packet with the new copy distributed at the meeting. **Motion carried unanimously.**

Ms. Estes then asked for approval of the original motion as now amended to include the substitute CIR-007.1 policy and with authorization to all staff to make non-substantive changes without additional Board approval. **Motion carried unanimously.**

Planning & Facilities Committee Report

Donna Aldrich gave the Public Affairs Committee Report.

- No real improvements for roof leaks at the Linwood Branch have occurred. The Director met with Ed Martin from Public Works and Cathy Holdeman from the City Manager's Office to discuss the Library's frustrations and concerns. The Director believes they are trying to find a way to fund the needed roof replacement, but cannot say for certain.
- No progress has been made on repairs at Rockwell. The Library is told that the window remains on order and has no update on the carpet replacement. Several days were spent working through the specifications for furniture and equipment to be purchased to replace what was damaged. The project is complicated by the fact that the Library wants to use Foundation funds to purchase additional items to allow for the rework of the entire media/new book area. Everything was thought to be in place but when the information was sent to the supplier for quotes, it was learned that the shelving line selected has been discontinued. So now the Library is back at work trying to find a similar product. Even after the order is placed, the Library will have additional work to negotiate receipt of insurance funds for these items as the City process seems to be to have the Library make all purchases for repairs from its general fund budget with receipt of the insurance distribution only if there is a budget failure directly tied to the purchases.
- The Public Works Department had indicated that they would initiate an assessment of the repairs required to stop leaks at Westlink. It appears that no work on that project has taken place in the past month.
- In July, the Director reported that she had received a letter from Ascension Lutheran Church which she referred to the Law Department. In the letter, the Church reported that they were the sellers of the land on which the City built the Westlink branch. As part of that agreement, they allege that if we cease to use the property for a library, it might put title to the site in jeopardy. The Law Department and the Office of Urban Development (Property Management) continue to work on the issue.
- After last month's Board meeting where there was discussion about trying to move forward with a request for proposal for building design services for the new Central Library, the Director started to work with other City staff. All agreed that separating contracts for building program and design services were appropriate for this project. One scenario included asking the Friends of the Library and the Library Foundation to fund the project. Since then, the Director has learned that there may be an opportunity to fund without requiring the donations from those two support groups. She had hoped to have clarification for options and a preferred direction in time for discussion at this month's meeting but

wasn't able to do so. She does expect that this will be an item for conversation in September.

- The Director failed to mention in previous meetings that through negotiation with the Police Department, the Library's security officers can now issue parking tickets when people park in the no-parking areas that block drives or access to the small parking lot, the short term parking on Main Street or the ramps to our garage.

Public Affairs Committee Report

Randy Brown gave the Planning & Facilities Committee Report. He stated that it is budget time at City Hall and they are still looking for a city manager. This is making it difficult to find a time for the Director and Jennifer Heinicke to sit down with Van Williams and the City Communications Team to work through some of the follow-up discussions from the July committee meeting.

The Director gave Dale Goter a list of potential topics for state and federal legislative agendas such as state funding for local public libraries and protecting the authority of local library boards. The Kansas Library Association's Governmental Affairs committee will be meeting on August 28th but the Director will be unable to attend due to a schedule conflict.

Mr. Brown stated that the Library is getting ready for The Big Read with a media ramp starting on September 1st. Jennifer Heinicke added that the Library is working with the project's honorary chair Vicki Tiarht on public service announcements along with other partners on advertising and promoting the program. Work is also being done on media plans relating to the Library's transition from Dynix to Polaris.

Special Committee Reports

Friends of the Library – Helen Parli gave the following information:

- The Friends made over \$5,000 at the last book sale. Gail Fisher and the other volunteers did a great job.
- Friday, August 22nd is Library night at the Wingnuts.
- Sunday, September 7th is the dedication of the Durst Decorative Arts Collection.
- Wednesday, October 1st is the start of The Big Read in Wichita.
- Friday, October 17 is Friends of the Library Day at Barnes and Noble/Eastgate. People who make purchases and show a Friends voucher will have a minimum of 10% of the proceeds from those sales forwarded to the Friends of the Library!
- Membership for August was 727 (26 Platinum, 673 Gold, and 28 Individual). \$450 worth of memberships were purchased at the door for the member's only opening day of the book sale.
- The next meeting is September 11.

Wichita Genealogical Society – Barbara Baker stated that 36 people attended the general meeting last week.

Director of Libraries Report

- The Wichita Public Library made today's WichiTalk section of the Eagle with the headline of "Library Announces Diverse Lineup of Fall Events" on the cover with a full page article inside.
- One of the Library's security guards, Peter Kolb, recently received his citizenship. Stan Finger from the Eagle will be writing a feature story about him with interviews and photos conducted here at the Library.
- The board room wall has been changed to reflect the Polaris countdown. Jaime Prothro has put together a comprehensive schedule for staff training on the Polaris system.
- Eric Engstrom, representing the American Overseas Schools Historical Society, visited with the Director last week. AOSHS has determined they are unable to fund construction of their own building but are interested in the possibility co-locating and renting a space in the new Central library. Mr. Engstrom indicated the society hopes for approximately 5,000-10,000 square feet of archive space. Seeing no strong opposition from board members present at the meeting, Ms. Berner Harris indicated that she will notify Mr. Engstrom that the board is open to conversation on this issue as the building program work begins.
- The Library has been approved and the account set up for the Family History Center Affiliate Program.
- The Library is making good progress on the City's requirement to create a records retention policy.
- The Library is nearly finished with the City's required Capital Assets Inventory.
- There is a sewer line crack at the Rockwell branch but they are open and making the best of it despite the smell. Repairs are currently underway.
- The change from Dynix to Polaris has been rescheduled from September to October with the last day of Dynix being October 10th and the go live date for Polaris being October 15th.
- Included in the board packets is an article from the Kansas Libraries Newsletter "Trustees May Use Desktop Streaming Option to Access October Trustee Workshops." The Kansas State Library is extending the trustee certification program to allow training delivery and credits without requiring travel to and attendance at in-person sessions.

Unfinished Business

None

New Business

Ms. Estes reported that the Library's annual subscription renewal invoice has been received. Due to the lack of a Finance Committee meeting, this needs to be considered as new business. Ms. Estes then made a motion (Landwehr) to approve the renewal of the EBSCO magazine subscription bill in the amount of \$60,917.92. **Motion carried unanimously.**

On behalf of the Nominating Committee, Mr. Brown moved to approve the following individuals to serve as officers for the 2008-2009 year: President, Nancy Ogle; First Vice-President, Susan Estes; Second Vice-President, Steve Roberts; Secretary, Melissa Alley; and Treasurer, Marge Zakoura-Vaughan. **Motion carried unanimously.**

Announcements

Ms. Estes stated that, while on vacation, she had a chance to check out the Roanoke Public Library. She stated that it was fascinating and she will discuss it more next month.

The meeting was adjourned at 1:01 p.m.

The next regularly scheduled meeting will be September 15, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries