

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
March 21, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, March 21, 2006 with the following present: Ms. Donna Aldrich, Ms. Jane Eshelman, Ms. Susan Estes, Ms. Cathy Landwehr, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Helen Parli, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Mr. Gerald Layman and Ms. Nancy Ogle.

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

Also in attendance: Myrna Hudson, League of Women Voters.

During lunch, Mary K. Bird-Guilliams, Collection Development Administrator, and Rex Cornelius, Electronic Resources Manager, spoke regarding the consortia project that is being led by the State Library of Kansas to provide downloadable spoken books to customers. This project will enable holders of the Kansas State Library card to access downloadable audio books. Titles will also be available to WPL customers via their Wichita Public Library cards. The spoken book collection has the second highest turnover of any format in the Library's collection, trailing only DVDs. Titles are purchased one at a time, with a single user at a time. An option may be pursued where we can buy a service called 'Maximum access' where high demand titles would be available for an unlimited number of users at one time, albeit at a higher price. The item is downloaded for the customer's use either on a hard drive or a portable device with MP3 capability. The titles will appear as additions to our total library holdings although digital (virtual) in nature. The Friends of the Library has given us a \$4500 grant for the start-up and purchases for our own collection to augment the materials offered by the State Library through Overdrive, Inc. The overdrive audio books website is <http://www.overdrive.com/audiobooks/>. The official start date to offer this resource will be announced later this year.

Tim Moore, President, called the meeting to order at 12:14 p.m., a quorum being present.

Minutes of the regular meeting held on February 21, 2006 were presented. Evelyn Neier moved (Estes) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Susan Estes moved that the Finance report for February be approved as presented on the agenda: Operating Fund Bills in the amount of \$452,546.02; 2006 Grant Fund Bills of \$41,297.12; Prior Year Grant Fund Bills of \$20,572.39; and Memorial & Gift Fund Bills of \$4,142.69 for a total of \$518,558.22 for the month of February 2006, as well as the Financial Report for February 2006. **Motion carried unanimously.**

The Finance Committee reviewed an invoice exceeding \$10,000 needing approval of the Board. The invoice is from Books in Print for renewal of our on-line subscription in the amount of \$11,875. This product is used to help patrons obtain bibliographical information on items currently in print and available for purchase from publishers. Information includes full-text reviews from several professional journal sources. Ms. Estes moved to approve the licensing renewal from Books in Print in amount of \$11,875. **Motion carried unanimously.**

A revision was proposed to the 2006 State Aid budget in order to reflect an increased amount of grant money received in the amount of \$221. The extra funding has been assigned to the contractual line for binding of library materials. Ms. Estes moved on behalf of the Finance Committee to approve the proposed revision to the 2006 State Grant in Aid budget to reflect the increased amount of \$221. **Motion carried unanimously.**

The Finance Committee reviewed a staff recommendation to declare outstanding accounts older than January 1, 2000 with fees between \$10 and \$25 and no forwarding addresses as non-collectible. The post office is returning undeliverable notices from long expired library accounts. Forwarding these accounts to the Unique Collection small balance program would increase the costs for the service with little likelihood that the fees would be collected. Approximately 1200 accounts would be deleted, helping our ongoing efforts to clean up the patron database. Therefore, Ms. Estes moved on behalf of the Finance Committee to authorize staff to waive the fees and delete the accounts from the database of accounts older than January 1, 2000 and returned with no forwarding address. **Motion carried unanimously.**

Operations Committee Report

In the absence of Nancy Ogle, Chair, Ms. Berner Harris gave the Committee report.

- Staff recommends an amendment to the Gift and Donation Policy (COL-005). We have several memorial funds with just a few dollars left – too little to make an additional purchase. We propose adding language to the policy that would give authority to transfer these small balances into the Foundation General Endowment. This would help us better manage our gift and memorial funds. Susan Estes moved (Landwehr) to endorse the recommended amendment to the Gift and Donation Policy, allowing small balances in past gift and memorial funds to close by transferring the balances to the WPL Foundation General Endowment. **Motion carried unanimously.**
- A member of the library staff, Robert Tucker, is a volunteer for the Sedgwick County Emergency Management K-9 Search and Rescue team. He asked the Director for permission to use the Central Library as a site for a training drill. Since this would be an after-hours event, Board approval is necessary. The exercise would be held Friday, April 21, from 6:00 to 10:00 p.m. The drill should not cause any disruption and would be a nice community service. Cathy Landwehr moved (Zakoura-Vaughan) to approve after-hours use of the Central Library on Friday, April 21, to allow the Sedgwick County Emergency Management K-9 Search and Rescue team to conduct training. **Motion carried unanimously.**

Two information items were given:

- 1) A local business has been publishing photos from the Wichita Photo Archives on their website to promote business and are doing so without permission. The Law Department is pursuing this matter on our behalf.
- 2) On today's Library Board of Directors agenda, there appears a change in format. Item nine used to be listed as 'Friends of the Library Liaison Report' but this month was broadened to include reports from our other support organizations as well. Reports will be given on an as-needed basis, with Board members Randy Brown and Tim Moore serving on the Foundation Board, and Barbara Baker on the Wichita Genealogical Society. To correspond with the Bylaws, this agenda item will be listed as "Special Committee Reports" beginning next month.

Planning & Facilities Committee Report

In Barbara Baker's absence, Evelyn Neier gave the Planning & Facilities Committee report.

- The master planning process continues. Information will be presented to the Planning & Facilities Committee in the next couple weeks, followed by a presentation to the Board.
- Recent rains have sprung significant leaks in roofs at Linwood and Alford. The Public Works Department was on site and working on remediation.
- The River Festival will be closing Main Street in front of Central at 3:00 p.m. on the last Friday of the festival, May 19 in order to set up for the block party to be held in front of the library. The street will again be closed for part of Saturday, May 20, for a volleyball tournament. During these times, library customers will lose access to the drive-up book drop. We have asked the Festival office to allow us to promote to our customers use of some offsite parking lots with trolley access to the library. We have also tried to negotiate some changes to the design of the food court area so that we can keep a clear view and access to the book drop.

Public Affairs Committee Report

In the absence of Randy Brown, Chair, Jane Eshelman gave the Public Affairs Committee report.

- The conceal carry law (Senate Bill 418) was amended to include public libraries added to the list of agencies where concealed weapons would not be allowed. Ms. Berner Harris appreciates the local advocacy efforts to this effect.
- Some bills are still pending in different stages: H2581 began as the tax bill that would allow Friends of the Library book sales held more than once a year to be tax-exempt. The bill now includes filtering/video circulation requirements. The bill awaits action in the House, which is now S404. The tax portion of the original bill was added into S549, the bill to merge the State Library Advisory Commission and the Kansas Library Network Board. That bill cleared the Senate 40-0. With many bills still pending, the Omnibus session will be a critical time for all agencies, including libraries.

Liaison Reports

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

- The Friends Board met March 9. The Board passed a resolution to change the way that substitutes are contacted when needed to staff the used bookstore.
- During the Kansas Library Association Tri-Conference, the Friends of WPL will receive the 2005 Friends Award at the Wednesday, April 5, luncheon.
- Sherryl Torres, Volunteer Coordinator, displayed gift items to be distributed at the Volunteer Luncheon on April 24.
- Treasurer Larry Romine reported a good bookstore sales month for February.
- Membership consists of 469 Gold Card, 43 regular, for a total of 512 memberships.

Library Foundation – No report.

Wichita Genealogical Society – No report, except that the Director noted that the Wichita Genealogical Society is now meeting monthly at Alford with approximately 30 in attendance at their meetings.

Director of Libraries Report

As Ms. Parli mentioned, the Friends will receive the Friends Group Award at a luncheon at the Tri-Conference April 5. Board members are welcome to attend. The evening of April 5 the KLA Presidential awards will be given. Among these will be a Distinguished Service Award to the Levand Trust; and the New Professional Award to Jaime Prothro, Evergreen Branch Manager. April 24 is the Volunteer Recognition Luncheon at Botanica. Bill Crowe, special research librarian at the University of Kansas, will be the guest speaker. In addition to the other awards, Leonard and Celia Levand and the Levand Trust will be recognized for the ongoing support of our library.

A new library delivery van arrived today.

The new Circulation Manager is Ofonime Ikpe, formerly Stacks Manager.

The Horizon project is officially up and running. We have been assigned a project manager from the SIRSI/Dynix Company. A schedule is in the making.

Security issues and solutions have been discussed. We are approaching security concerns in a variety of ways. The Director has met with a variety of agencies serving the homeless, helping to educate them on the issues related to this population's use of the library. Staff met with employees from the Department of Corrections and are working on ways to better communicate about individuals who have restrictions on library access and/or use of some services as conditions of their parole as well as those under supervision who are not complying with library policies. Security cameras and extra guards are being pursued as ways of enhancement. Also, the physical moving of shelving and furniture will be considered as a way to prevent not being able to see what is going on in now constricted areas with physical barriers preventing observing. Recently, an Officer used a taser gun to

subdue a disruptive patron. A vigil for the homeless is to be held April 2, a Sunday evening outside Central Library.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Susan Estes moved (Landwehr) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:55 p.m.

The next regularly scheduled meeting will be April 18, 2006.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries