

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors

July 18, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, July 18, 2006 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Susan Estes, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli and Mr. Rodger Woods. Absent: Ms. Jane Eshelman, Ms. Cathy Landwehr and Ms. Marge Zakoura-Vaughan.

Staff Present: Cynthia Berner Harris, Director of Libraries; John Ellert, Support Services Administrator; Julie Linneman, Programming/Outreach Administrator; Ginny Ray, Customer Service Administrator; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Tim Moore, President, called the meeting to order at 12:02 p.m., a quorum being present.

Minutes of the regular meeting held on June 20, 2006 were presented. Susan Estes moved (Engelmann) that the minutes be approved as presented. **Motion carried unanimously.**

### **Finance Committee Report**

Jerry Layman moved that the Finance report for June 2006 be approved as presented on the agenda: Operating Fund Bills in the amount of \$765,508.78; 2006 Grant Fund Bills of \$62,994.56; Prior Year Grant Fund Bills of \$21,869.24; and Memorial & Gift Fund Bills of \$5,825.62 for a total of \$856,498.20 for the month of June 2006, as well as the Financial Report for June 2006. **Motion carried unanimously.**

The Finance Committee reviewed the travel report for trips taken by library employees for the first half of 2006 and found them acceptable.

The revised budget for 2006 and proposals for 2007 and 2008 are finalized and in the City Manager's recommendation to the City Council. Of note is the change from a security contractor charged to the library in the past to the hiring of two additional guards to the City Hall Atrium pool that will be assigned to the library starting January 1, 2007. The guards will be employees paid from the Police Department budget.

The small balance program continued to its final drop of \$10 and has seen very good results in revenue generated as well as materials being returned.

There is good news on recent grant applications:

- AT&T Sunflower grant for Maya Angelou's "Beginning to Read" program - \$1,000; and
- Bombardier Learjet grant to enhance art and craft books at Evergreen - \$2,500.

## **Planning & Facilities Committee Report**

### **Master Planning Process**

Ms. Berner Harris talked of her visits to the District Advisory Boards (DABs) 1, 2 and 4 regarding the library master planning process. She felt all in attendance at the meetings greeted the plan with approval and enthusiasm. DABs 3, 5 & 6 will be visited before the August Board meeting. Ms. Berner Harris suggested that the Board wait at least another month, after completion of the DAB visits, to formally adopt a plan. Mr. Engelmann stated he received positive feedback from his District Advisory Board regarding the plan and also from co-workers with which he had shared information. Ms. Berner Harris added that she had done a similar presentation to the West Wichita Optimist Club with similar outcomes.

Barbara Baker, Chair, gave the remaining Planning & Facilities Committee report:

- Efforts to work toward security enhancements on first floor of Central continue. The Public Works department is helping us to determine the best plan to address the carpeting issues. Since the carpeting was cut around the shelves originally, new carpet needs to be matched and cut to fit. Price estimates are being obtained for professional shelf moving. The Police Department and Sandifer Engineering have been on site to offer recommendations on placement of security cameras. The price will be incorporated into a Homeland Security Grant application from the Library.
- Reupholstering Central Library furniture has begun, finishing 30 chairs each week, with completion of all in two months.
- Staff at Rockwell concerned about the speed at which people were driving through the parking lot resulted in Public Works repainting the crosswalk, which appears to have helped. Rockwell also experienced vandalism in June. Graffiti was painted on the outside of the building twice and the large diamond window was egged.
- Westlink had leaks in the basement. Weather stripping on the automatic door was replaced again due to damage by a customer's wheelchair that barely fits through the door. The customer comes in daily, so the stripping requires continuous replacement.
- Evergreen experienced telephone and computer network outage the first week of June causing serious disruptions in service during the busiest week of the year. Evergreen staff is to be commended for their patience and creativity in ensuring customers were inconvenienced as little as possible. Emergency procedures were reviewed to ensure proper handling of this type situation.
- Signage improvements were made at Westlink and Maya Angelou.
- Flowerbeds at Westlink have transformed from an eyesore to a pleasant view due to Jane Dean, Branch Manager, planting flowers once occupied by weeds.

*\*Jerry Layman departed the meeting.*

## **Operations Committee Report**

Nancy Ogle, Chair, gave the Operations Committee report.

- Public access computer stations have been re-arranged in response to the need to better monitor usage but also to address some gaps in service. Two machines from the first floor have been moved into the Art, Music & Video Section. Every branch and section of the library system now has at least one public access computer available for customer use.
- We are in the process of extending the annual operating agreement for the Planeview Community Library. The Director has been in touch with the school district staff. The goal is to have an agreement extension ready for Board to review during its August meeting, then forwarded to the City Council and School Board in early September.
- Signage on library doors has been discussed relative to the newly legislated law regarding concealed weapons. The Director is asking for guidance on whether signage should contain language related to concealed weapons being strictly prohibited. Is it needed or does it only serve to draw added attention to the perceptions of safety or lack thereof in library facilities? Several Board members believed that any business has an option to post this wordage on their building signage; however, the feeling was that doing so is not a good idea.
- Staff reports increasing numbers of requests for use of library meeting rooms before or after regular public service hours. Ms. Berner Harris explained that there are some branches that have been designed specifically for after-hours use, most recently Evergreen, Alford and Maya Angelou. Other buildings, such as the Central Library, are not designed to make such service practical. District Advisory Boards 2 and 4 meet at Rockwell and Alford respectively. In each of these cases, the Neighborhood Assistant from the City Manager's Office has accepted responsibility for securing the building if meetings extend beyond the branch closing time. We have agreed to provide a similar service in District 6 where Council member Fearey's Saturday morning coffees will be held in the Evergreen Community Room. Although these meetings begin before the branch opens to the public, staff is already in the building so this is not a problem. It was also noted that there are increasing requests from groups for waivers of room rental fees. As a result, Ms. Berner Harris posed the question of whether revisions to the meeting room policy should be considered. Specifically, staff seeks guidance on these points:
  - Does the Board wish the Library to more aggressively promote use of library meetings rooms beyond the public service hours in each facility?
  - Should there be a fee differential between rentals held during public service hours and those that start earlier or extend beyond normal closing times?
  - Under what circumstances should room rental fees be waived?

Currently fees are waived if usage is for an elected official, but not waived for other City Boards or departments. Fees are also waived when use is by a library support organization such as the Friends of the Library or a professional library organization of which the Wichita Public Library is a member. Tim Moore commented that a guideline should be that the usage of meeting rooms be cost neutral. This is particularly important as some after-hours uses might result in the need for payment

of overtime to library staff. Randy Brown agreed saying that the City should provide resources to do this if they expect us to provide free meeting room space. It was agreed by consensus that rooms should continue to be made available to elected officials at no charge. Room use by other City departments and boards should be provided whenever possible, but contingent upon payment of the standard room rental fees.

### **Public Affairs Committee Report**

Randy Brown, Chair, gave the Public Affairs Committee report.

- The Governor's office has reserved the meeting room at Evergreen on July 22 for a special ceremonial signing of three bills sponsored by local legislators during the last legislative session.
- Cyndi Berner Harris has been named to serve as Co-Chair of the Kansas Library Association's Governmental Affairs Committee for the 2007 Kansas Legislative Session. Credit goes to the Library Board of Directors and Friends of the Library Board for their leadership on library issues during the last session.
- Many compliments have been received about our interfacing with the public after the initial presentation of the library master plan.
- Several marketing efforts have been undertaken since the last meeting:
  - A mass mailing of brochures on low vision resources has been completed and sent to optometrists and opticians in the Wichita area to share with their patients the resources available at the library.
  - John Cleary, Business & Technology Librarian, represented the library as an exhibitor at 'Automobilia' in Old Town, promoting the library's auto repair manual collection.
  - The Friends of the Library is working with Arts Partners to distribute information about the Friends of the Library Gold Card program and branch library information flyers as part of USD259 new teacher packets.

### **Special Committee Reports**

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

- The Friends Board met July 13. Another good month was reported for the bookstore.
- Wichita was not selected as one of the five finalists for the SIRSI/Dynix "Building a Better Community" award; however, as one of the top 15 finalists, we were presented a plaque "for serving its community through creative and enterprising use of technology."
- One Good Samaritan request was granted.
- The new book bag was displayed made of polyester. The bags cost Friends \$4.59/bag and sell for \$10 each.
- An "Among Friends" newsletter will be mailed to all members during August.
- Volunteers are still needed in the bookstore, especially on Wednesday mornings and Saturday afternoons.
- Friends are starting to plan for a September celebration of the 15<sup>th</sup> anniversary of the

Friends of the Library bookstore.

- Membership consists of 522 total – 483 gold, 39 regular.

Wichita Genealogical Society – Barbara Baker stated that members of the Wichita Genealogical Society met last Saturday at Alford and had 28 in attendance.

Library Foundation – At this time, Carol Nazar, President of the Wichita Public Library Foundation, was present to discuss upcoming changes with the Foundation. Carol started in her position in 1991 and today the Foundation is happily in the position of maintaining a \$3.8 million endowment. Part of the job entails writing grants for the numerous opportunities that exist. The Foundation starts each year with a wish list from each branch and section hoping to improve collections or services. An example is DVDs for children. A recent appearance before the Cultural Affairs committee resulted in a \$25,000 grant to underwrite library programs during 2007. This will allow the Foundation to underwrite a similar amount to be used to help market and advertise library programs, services and activities – something identified as a significant need during the focus group and survey portions of the master planning process. At present, only \$2,000 in City funding for printing and goodwill is available for this use. As of the end of August, Carol will be departing the library for a full time position with the Wichita Community Foundation. The Foundation Board meets next week and is starting to search for Carol’s successor. Board members wished her well and were happy for the Wichita Community Foundation but sorry to see her leave the library as its Foundation President.

### **Director of Libraries Report**

Some library facilities have been included in the recently published 852-page ADA audit of City facilities. Ms. Berner Harris has information about each of the audited library facilities that she will share with any board members who wish to review the reports.

The second annual Library Night at the Wranglers is to be held Friday, August 25 at 7:30 p.m. The City skybox has been reserved for use of the Board on this evening.

As part of the Kansas Book Festival, there will be a “Black, White and Read All Over” gala ball to be held at Exploration Place the evening of September 29. The Kansas Center for the Book will be announcing their notable book winners and the Governor’s art awards will be reaffirmed. This is a fee-based event.

Since it is mid-year, Ms. Berner Harris reviewed the status of library goals for the Board.

- I. Increasing the value of library service Wichitans receive from WPL -- Some of the numbers from circulation shows that checking out of books and misc. is up 6%; DVDs up 41%; music CDs up 6%; and Videos down 13% and magazines down 7%. Attendance at programs is up 14%. Website visits are up 56%. The overall projected value of 2006 services is expected to be \$37,430,718, up approximately \$2,000,000 over 2005.
- II. Complete Horizon Migration – Project is underway. Self-check machine is here and being tested. Small balance program implementation has been

completed. Workstation timing and print management software installation is tentatively scheduled for early August.

III. Complete Master Plan Update for Facilities – Continues with possible plan to be adopted by Board after the Director completes her visits to the six District Advisory Boards. The plan will then go to the City Council with a request for endorsement.

IV. Kansas Book Festival – As previously mentioned, plans underway for the September 29-30 event. This is a unique opportunity for Wichita Public Library's customers.

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements**

The Director announced that the annual meeting is next month, August 15, 2006. Mr. Moore is contacting Board members to serve on the Nominating Committee to present the slate for election of officers at this meeting.

### **Adjournment**

Randy Brown moved (Ogle) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:08 p.m.

The next regularly scheduled meeting will be August 15, 2006.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries