

## WICHITA PUBLIC LIBRARY

### Minutes of a Regular Meeting of the Library Board of Directors

October 16, 2001

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, October 16, 2001. Mr. Tim Moore, President, called the meeting to order at 12:05 p.m. with the following present: Ms. Barbara Baker, Mr. Gillard Cohen, Ms. Jane Eshelman, Mr. Ed Koon, Ms. Catherine Landwehr, Ms. Ronda Limon-Lowderman, Ms. Nancy Ogle, Mr. Karl Peterjohn and Ms. Lois Ruby. Absent: Ms. Sarah Bagby and Mr. Gerald Layman. 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; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II. Also in attendance: Dr. Jim Erickson, President of the Friends of the Library; Mr. David Pappas, Library Director at Friends University.

Mr. Moore called the meeting to order at 12:05 p.m., a quorum being present.

Ms. Barbara Baker introduced herself as a newly appointed member of the Board. Ms. Baker has been a volunteer in the Genealogy section for seven years.

Ms. Berner Harris introduced Mr. David Pappas, Library Director at Friends University, as a guest at today's meeting.

Dr. Jim Erickson distributed a brochure titled "From Complacency to Passion: The '60s and How They Changed America" and explained that he will be a moderator, among others, at the February 9 and April 6 programs. Fundraising letters are being sent. Dr. Gretchen Eick, Friends University, is in charge of the programs.

Minutes of the regular meeting held on September 18, 2001 were presented. Jane Eshelman moved (Landwehr) that the minutes be approved as presented. **Motion carried unanimously.**

### Finance Committee Report

Operating Fund Bills in the amount of \$547,079.74; Grant Fund Bills of \$51,296.85; and Memorial & Gift Fund Bills of \$2,645.27 totaling \$601,021.86 for the month of August were presented, as well as the Financial Report for August 2001. Operating Fund Bills in the amount of \$369,876.53; Grant Fund Bills of \$30,922.59; and Memorial & Gift Fund Bills of \$1,586.15 totaling \$402,385.27 for the month of September were presented, as well as the Financial Report for September 2001. Mr. Karl Peterjohn, Chair, moved that the bills and Financial Reports for August and September be approved and payment authorized. **Motion carried unanimously.**

The Finance Committee discussed one item exceeding \$10,000, requiring Board approval. Remodeling at the Comotara Branch Library required ordering new shelving, storage cabinets, circulation book return unit and a book cart. The quote from Demco Inc. is \$10,758.00. Mr. Peterjohn moved that the invoice for \$10,758.00 from Demco Inc. be approved and payment authorized upon receipt. **Motion carried unanimously.**

### **Operations Committee Report**

Nancy Ogle, Chair, reported on the following items:

The Planeview Branch continues to be a source of controversy between the library and the Colvin School principal. At the mini-City Hall grand opening September 29<sup>th</sup>, the library hoped to provide special service hours to register for library cards and to check out library materials. The principal, however, originally decreed that she would not allow the library to be open. With the assistance of USD 259's LaVonta Williams, the administrator of the district's 21<sup>st</sup> century grants and the liaison to City services, the principal changed her mind and allowed access as long as the Library guaranteed three employees on duty during the special hours.

The Library's Information Technology Manager, Bill Brown, has developed a session on computer security that explains what computer users can do to minimize the possibility of damage to computers and data files from viruses. The class will be offered to library patrons on Thursday, November 29 from 7 – 8:30 p.m. Board members are encouraged to attend.

Library staff proposed the following special holiday hours:

- Monday, December 24, 2001 – Close at 5:30 pm instead of 9:00 pm; and
- Monday, December 31, 2001 – Close at 5:30 pm instead of 9:00 pm.

Nancy Ogle moved (Limon-Lowderman) to approve the closing of the libraries at 5:30 pm on December 24 & 31, 2001. **Motion carried unanimously.**

### **Planning and Facilities Committee Report**

Gillard Cohen, Chair, gave the Planning and Facilities Committee report as follows:

- North Branch: A subcommittee of the City's Design Council met with the North Branch architect, Randal Steiner, September 26 to review plans for the branch facility. Mr. Steiner was asked to make changes to the appearance of the exterior in order to give the building a 'less institutional' appeal. City staff, including new Public Works Special Projects Coordinator, Ed Martin, generated several ideas at a follow-up meeting for ways to address the subcommittee concerns while still

fulfilling expectations of the City Manager. A revised rendition of the architectural drawing was distributed.

- South Branch: Several members of the library staff, City staff and representatives of the Library Board met with the Gossen-Livingston project team on October 5 for approval of the interior design and a first viewing of a model of the building exterior. The plan appears to offer great efficiency and functionality of interior space. The exterior design shows an aviation influence which honors Lionel Alford, former President of Boeing Aircraft, for whom the building is to be named. Those present at the meeting gave their consensus approval of the design. The plans are being presented to the City Design Council subcommittee today. John Ellert, Coordinator of Support Services, had just returned from this subcommittee meeting and reported that the committee was very impressed with the design. The designs will be presented to the full City Design Council in November.
- Rockwell Branch: Bids for the re-carpeting of the Rockwell Branch will be received by October 26. Specifications call for the carpet to be replaced during the month of December.
- Central Auditorium: Specifications for remodeling the Central Library Auditorium have been released and request the project be completed no later than January 31, 2002. Cathy Landwehr suggested replacing the cork wall in the Board Room. Ms. Berner Harris will forward this suggestion to Public Works, the City department responsible for the maintenance of the facility, for consideration.

### **Public Affairs Committee Report**

Lois Ruby, Chair, stated that she and Tim Moore met with Jennifer Heinicke, Special Projects Librarian. Cathy Landwehr could not attend. The following items were discussed:

- Board members received in their packets a brochure titled "Getting Your Ducks in a Row: Policies on Minors + Public Support = \$\$\$," a mini-conference sponsored by KLTA, November 8-9, in Hesston. Registration costs, \$40 for KLTA members and \$55 for non-members, will be paid by Friends of the Library. Any Board member interested, please submit your application to the Director.
- Any Board member interested in receiving e-mailed press releases, please contact Jennifer Heinicke, who has offered her services in relaying such.
- Public Relations was discussed for the North District Branch project with the emphasis to be on expansion of services rather than the closing of two branches. Specific marketing will be directed towards residents in the area, especially Hispanics and elderly people. The Committee discussed a grand opening and offered help to Jennifer in planning the event.

- Cyndi Berner Harris, Director, and Julie Linneman, Coordinator of Programming/ Outreach, were at the grand opening of the Evergreen Neighborhood City Hall, partly to promote the north district branch. They reported enthusiastic support, especially from the president of the Riverside Neighborhood Association, who offered to work with the library to promote the benefits to the community.
- Public relations for the South District Branch will continue to be discussed at future meetings.
- Ms. Ruby expressed support for the Kansas Library Card availability and hopes that the Board will encourage its use to the community.
- The Committee will keep an eye on Internet filtering issues and how they impact libraries and library Board around the country.
- The Kansas Library Association's legislative agenda will focus on the following priorities:
  - continue efforts to increase state aid by ten percent for public library budgets;
  - support funding to implement KAN-ED Internet network, shared data files, etc.;
  - strive to avoid a reduction in state aid from current levels of library support, as will likely appear in the Governor's budget recommendations.
  - KLA will not actively participate in proposed efforts toward a major increase in education funding for K-12.
  - The Wichita Area Library Association, along with the South Central Kansas Library System, will be hosting the annual library legislative luncheon Tuesday, November 27, 11:30 a.m. to 1:30 p.m., at Larkspur Restaurant. Cost is \$8 per person. State Legislators are invited. If interested, please contact Ms. Berner Harris or Ms. Heinicke and we will register and pay the \$8 from the Friends of the Library account.

### **Director of Libraries Report**

Ms. Berner Harris stated that library staff was present at the four Neighborhood mini-City Hall location grand openings on September 29. She was present at the Evergreen Center and was pleasantly surprised at the enthusiasm she heard from the public regarding the transition to the new North Branch site. She conversed with Cathy Dittmer a member of the Riverside Association, who stated she would be happy to help with any transition.

The City will be releasing its third quarter financial report soon, which has forewarning of expected downturns in the economic budgets because of layoffs in the area. City department budgets will be scrutinized.

A representative from Hampshire Management, the landlord for the Marina Lakes Shopping Center (Marina Lakes Branch Library) contacted Ms. Berner Harris about the rental agreement. The company offered the library the option of either vacating the branch by March 31 or signing an additional lease for twelve months. Ms. Berner Harris turned over the issue to John Philbrick, Property Management Director with the City Planning Department, who will negotiate the options.

Because of WPL's experience with the Gates grants, staff will be doing more presenting to other libraries because the whole state of Kansas will have opportunities to implement Gates grants in 2002.

Ms. Berner Harris asked Julie Linneman, Coordinator of Programming/Outreach, to speak regarding National Teens Week, October 15-18. Julie explained that the theme is "Make Reading a Hobbit." A mystery night has been set for Thursday, October 18, at Central. The title is "The Disappearance of Angela Day." Teens will be separated into groups and go to different crime scenes set up around the library, following a script. The teens are being asked to sign up in advance.

A demonstration of the Kansas Library Card was scheduled for today's meeting; however, Rex Cornelius, Electronic Resources Manager, had a scheduling conflict. Ms. Berner Harris asked the Board if they would like to resume staff presentations prior to the Board meeting as had been done at previous meetings. Tim Moore stated that he thought that would be nice for all Board members. Rex Cornelius will be scheduled for the November 20 Board meeting.

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements**

Dr. Jim Erickson, President of the Friends of the Library, announced his annual Halloween Party to be held Saturday, October 27, 8:30 p.m., at his residence, 1590 North Roosevelt.

**Adjournment**

Gillard Cohen moved (Peterjohn) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:55 p.m.

**The next regularly scheduled meeting will be November 20, 2001.**

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries