

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

October 17, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, October 17, 2006 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Mrs. Susan Estes, Mr. Gerald Layman, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Ms. Cathy Landwehr and Mr. Tim Moore.

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; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Guest: Julie Brin, Trees for Life.

During lunch, John Ellert, Support Services Administrator, talked about the Library's participation in the City's Emerging Business Enterprise program. The City's program began in September 2003 when the City Council appointed a 15-member task force to investigate concerns expressed by minority business owners. This resulted in a supplier diversity task team that presented recommendations to the Council in March 2004. The Council appointed an ongoing task team to review action plans and finalize policy. In May 2005 the Council approved the "Emerging and Disadvantaged Business Enterprise Policy and Procedure Manual." A Compliance Officer position was created. To qualify as an emerging business, a service-type firm must have fewer than 50 employees and gross less than \$6 million in the past 3 years. A non-manufacturing firm must have fewer than 20 employees and gross less than \$4 million in the past 3 years. A manufacturing firm must have fewer than 50 employees and less than \$15 million in the past 3 years. Goals are set for each City department. The Library's target is five percent. The Library so far this year has achieved 22.7% (due mainly to a library van purchased from a minority-based business) the first quarter of 2006, 4.6% the second, and results of the third quarter are due later this week. The performance outcomes are to increase dollars paid to Emerging & Disadvantaged Business Enterprises as well as increase the numbers of certified minority vendors registered with the City of Wichita. The Board thanked John for his presentation.

In the absence of Tim Moore, President, Gerald Layman, First Vice President, called the meeting to order at 12:10 p.m., a quorum being present.

Minutes of the regular meeting held on September 19, 2006 were presented. Marge Zakoura-Vaughan moved (Estes) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Susan Estes moved that the Finance report for September 2006 and the bills be approved as presented on the agenda: Operating Fund Bills in the amount of \$504,641.94; 2006 Grant Fund Bills of \$29,347.89; Prior Year Grant Fund Bills of \$16,540.05; and Memorial & Gift Fund Bills of \$7,780.47 for a total of \$558,310.35. **Motion carried unanimously.**

The Finance Committee reviewed and recommended for approval the following:

- EBSCO -- Periodical subscriptions for 2007 in the amount of \$56,340.49;
- Bequest -- The Library was named in the estate of Henry F. Palsmeier through an IRA death benefit of \$139.16. Finance Committee recommends that the Board authorize transfer of this bequest into the general endowment fund of the Wichita Public Library Foundation.
- 2006 SCKLS Budget Revision – Due to returning an evaluation of the summer reading program in a timely fashion, we have received a \$100 grant from the South Central Kansas Library System. The amount has been deposited into the 2006 SCKLS grant fund. The budget revision places the \$100 into the budget line for program related supplies such as arts and crafts materials for children’s programs.
- 2006 BPH Budget Revision – The fiscal year for this grant ended September 30 with an available balance of \$3,609.24. The revised budget realigns all unexpended funds into the computer equipment line to purchase barcode scanners and technology equipment needed to support the migration from the READS automation system to the KLAS system selected for use by all Kansas libraries serving the blind and physically handicapped.
- 2007 SCKLS Budget Proposed -- \$134,052 -- This is an increase of approximately \$22,000 over the current year. The increases are to be used to allow for more staff training opportunities, to increase funding for program calendars, and for the purchase of materials.
- 2007 State Aid Budget Proposed -- \$243,965 – This is the same amount received in 2006. Minor alignments are proposed, most for anticipated increases in salaries and benefits, offset by decreases in the costs of data circuits and Internet access due to library participation in the e-rate subsidy program.

Susan Estes moved on behalf of the Finance Committee to approve the above EBSCO subscription, the Henry F. Palsmeier bequest transfer to the WPL Foundation, 2006 SCKLS & BPH budget revisions, and the 2007 SCKLS and STATE Aid proposed budgets. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

- A complaint has been received from a district advisory board member about our policy to charge for use of meeting rooms. The Director will speak about this issue in her report.
- There is a need to update and re-certify a technology plan in order to qualify for e-rate funds for the program's next fiscal year. The Director's vision is to incorporate all independent policies into an overarching strategic plan – facilities, programs, services, etc. The Operations Committee will be assisting in this endeavor.

Planning & Facilities Committee Report

Evelyn Neier, Chair, gave the Planning & Facilities Committee report:

- The Central Library has completed upholstery of the public seating in all areas. This project was accomplished through the assistance of Public Works and architect Vern Miller of Schaefer Johnson Cox Frey & Associates, PA.
- Vandalism continues at Rockwell as someone pried loose and stole the "R" from the sign in front of the building. Public Works will replace the letter this month. The eggs that were thrown at the diamond shape window on the south side of the building have still not been cleaned.
- Several patrons have mentioned confusion about Comotara since we still don't have a sign on the outside of the building. The branch manager continues to mention this fact to the Dillon's manager who says that he talked to the head office that says they will check into it, but so far nothing has been done.

Public Affairs Committee Report

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

- The Kansas Book Festival was a success.
- The Director has signed the agreement with City Arts for the \$25,000 in program support for 2007. This will allow us to redirect funding from our 2007 Foundation endowment distributions to be used for marketing/public awareness campaigns of library programs and services. This should be a great help as our entire budget for program promotion, including printing of all brochures and program schedules has been \$4,000. A Public Affairs meeting will be conducted to discuss how best we might use these new funds.
- The Kansas Library Association Governmental Affairs Committee held its first meeting to discuss items for the 2007 legislative session. Among the items are:
 - Consolidate the Kansas State Library Advisory Commission and the Kansas Library Network Board;
 - Support for the enhancement requests of the State Library in regard to funding for statewide database subscriptions;

- Reinstitution of a statewide courier service to assist with interlibrary loan;
- Additional funding for the Talking Books program and expansion of the state data center.

Some items will be submitted to Dale Goter, the City's Government Relations Manager, for possible inclusion in the City's 2007 legislative agenda.

Special Committee Reports

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

- Another good sales month was reported for the bookstore.
- The 15-cent book sale held September 23-24 celebrating the 15th anniversary of the Friends' bookstore was a success.
- The Board received a thank-you for helping to sponsor the 'Sue' dinosaur exhibit at Exploration Place.
- Two Good Samaritan requests were granted.
- Membership consists of 554 total – 519 Gold, 35 regular.

Library Foundation – Randy Brown stated four candidates were interviewed for the WPL Foundation President's position, selecting David Frain as the preferred candidate. Ms. Berner Harris commented that Mr. Frain was previously employed by Music Theatre of Wichita, and previously worked at McCain Auditorium at K-State. October 30 will be his first official day in this position.

Wichita Genealogical Society – Barbara Baker stated 38 people took a nine-day trip to Salt Lake City for five full days of research and had a wonderful time. Jeffrey Bachman, nationally known genealogist, will be a speaker on October 28th. This will be an all-day session at Central for the cost of \$30 that includes lunch.

Director of Libraries Report

Treatha Brown Foster, a member of Council Member Brewer's District Advisory Board, has expressed concerns about charges for meeting rooms at library facilities.

The Unique Management Small Balance Program showed impressive results for the month of September. For a fee of \$888 to Unique, we received \$5,164 in collections plus \$239 in returned materials.

People who are owed refunds from the Library were processed in the amount of \$934.83 in unclaimed property that now goes to the State Treasurer's Office.

The purchase order to William Meyer for stacks relocation on the first floor of Central is in the process of being completed.

The Security contract at Central ends October 31. The new security guards (employees of the Police Department) are tentatively scheduled to begin in mid-December. This leaves a six - week transition period. Wackenhut Security, our current contractor, quoted a month-to-month price too high for our budget. The Operations Manager, Seif Al-Shaer, polled other security contractors for cost estimates. We anticipate the Finance Department negotiating a contract with one of these firms. Even when on duty, however, the two guards from the Police Department will not be able to give the full coverage we had wished. Because of scheduling requirements of the bargaining unit, it appears that one half day per week will be left without security coverage in addition to gaps created by vacations, illness or training days. Until other plans can be created, once the transition occurs, it will be left to library staff to open the building on Monday mornings and to provide the security coverage until 1:15 in the afternoon.

A letter from Tim Moore to the School Board regarding their request to have a USD259 employee on our library board of directors was included in Board packets.

Copies of a letter from the Kensler School Librarian were distributed. The letter thanked the Director for her participation and the library's in the "Reading Rocks" program sponsored by the Junior League of Wichita.

Ms. Lucille Holder, Administrative Aide II, has announced that she would be retiring effective December 19, 2006.

Mr. Layman asked for comments on any of the Director's report. The subject of meeting room rental was discussed. The City Manager referred Ms. Brown's complaint to the Director. Room rentals are reserved on a first come, first serve basis. We do not offer after hours rentals, except for the two district advisory boards where supervision after the library closings is provided by the neighborhood assistants. Randy Brown would argue that we do not charge enough for meeting room rental. The average annual revenue gained from room rentals hovers around \$4,600, 75 to 80% of that coming from Central. Marge Zakoura-Vaughan believes it would be good for the library to consider housing groups that would be considered economically disadvantaged, as sort of a community good. Susan Estes wondered if the Friends could consider requests for free meeting room rental, through the Good Samaritan program that helps customers with fees incurred through extraordinary circumstances. The Topeka Public Library does not charge for meeting rooms; however, practically all other urban libraries charge. Donna Aldrich suggested giving back half the room rental if the room is left in good shape. Ms. Berner Harris stated she would take this matter to the Friends of the Library Board meeting next month for their consideration. She will report back to this Board at the November 21 meeting.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Nancy Ogle moved (Brown) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:52 p.m.

The next regularly scheduled meeting will be November 21, 2006.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries