

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 21, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, September 21, 2004 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Ms. Evelyn Neier and Ms. Helen Parli. Absent: Mr. Randy Brown, Ms. Jane Eshelman, Mr. Tim Moore and Ms. Nancy Ogle.

Staff present: Cynthia Berner Harris, Director of Libraries; John Ellert, Coordinator of Support Services; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; 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; and Ms. Janice Goudy, League of Women Voters.

Cyndi Berner Harris introduced Tamara Costello, Librarian and Materials Selector (and one who has filled many temporary vacant front desk positions) to speak regarding the United Way donation center. The United Way warehouse is filled with new books and would be considered every book lover's heaven. The books are delivered from the local post office as it receives thousands of book club items that cannot find the addressee or are refused by the recipients. These items are not returned to the publishers and formerly had been discarded. Now, however, they are routed to the United Way for distribution to public libraries, private and public schools. Tamara has been to the site three times so far and has obtained 522 items, mainly fiction best sellers. Large print books are chosen as well. Besides adding to our collection, this is helping fill our hold shelves for customers on the waiting lists for the titles. Tamara plans to visit the warehouse twice a month. New shipments are received every few days. This is a wonderful benefit to the library and its customers. The Board thanked Tamara for her presentation.

In the absence of Tim Moore, President, Gerald Layman, First Vice President, called the meeting to order at 12:16 p.m., a quorum being present.

Minutes of the regular meeting held on August 17, 2004 were presented. Matt Goolsby moved (Aldrich) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Susan Estes moved that the Finance report for August be approved as presented on the agenda: Operating Fund Bills in the amount of \$492,962.44; Grant Fund Bills of \$35,309.36; Prior Year Grant Fund Bills of \$1,498.32; and Memorial & Gift Fund Bills of \$930.80 for the month of August 2004, as well as the Financial Report for August 2004. **Motion carried unanimously.**

The Talking Books contract for the fiscal year October 1, 2004 through September 30, 2005 needs approval by the Board with a recommendation to the City Council for approval. The proposed 2004-2005 Talking Books budget is \$116,131. In recent years, the amount of local subsidy required to meet payroll expenses has increased. Within the next fiscal year, the full-time Library Assistant I will be retiring. Staff has proposed reducing this position upon her retirement, changing the workgroup staffing from 2 full-time and 2 part-time to 1 full-time and 3 part-time. Staff is confident that process improvements can help to offset the reduction in staffing. Through these changes, the amount of subsidy required to continue the service will be reduced from over \$11,500 to about \$2,100. This amount is less than the current year due to the State's SCKLS (South Central Kansas Library System) subsidy portion being less. Mr. Layman complimented staff for thinking of ways to accommodate the budget. On behalf of the Finance Committee, Susan Estes moved that the Talking Books budget and contract be approved and forwarded to the City Council for approval. **Motion carried unanimously.**

The Finance Committee reviewed a revised 2004 SCKLS (South Central Kansas Library System) budget. More money will be received from this grant source than was originally anticipated. Ms. Estes explained that two items are proposed for change: 1) setting aside \$2,000 for 'outside services' for termite control at Alford; and 2) increasing the minor office equipment budget line to allow for replacement of new computer task chairs for public access computers and library catalogs on the first floor of the Central Library. Susan Estes moved on behalf of the Finance Committee to allow the above named revisions to the 2004 SCKLS grant. **Motion carried unanimously.**

Because of the notices being mailed to patrons with accounts owing \$25, business has been brisk at public service desks. Since September 1, desk receipts have been up by \$8,751.11 as opposed to the same time last year. The response has been good with materials being returned and fees being paid.

Operations Committee Report

Sarah Bagby gave the Operations Committee report in the absence of Chair Nancy Ogle. There were two parts to her report:

- 1) Staff work on updates to the library policy manual is progressing well. Staff appreciates having a Library Board member, Nancy Ogle, who has both librarian and legal expertise, contribute to the process. Two sections are ready for final review and the others are nearly ready. Staff has asked the Committee to indicate whether they want to receive and offer feedback on the proposed manual before it is reviewed by the Law Department or after such a review. Consensus of the Board was to review the updates first, then send to Law and then revisit any policies where Law recommends changes. It is still the goal to have the completed manual in place by January of 2005.

- 2) There is to be a renewal of a working relationship between the library and the Regional Prevention Center. More than ten years ago, the holdings of this agency (approximately 2,000) were added to the library catalog. Over the years, the terms of the details of this relationship have been difficult to determine. The Center is updating their inventory and would like to update their holdings in our cataloging system. There is a lending library so anyone may check out books from their center. They would reimburse any costs incurred in adding their holdings. The Director and Mary K. Bird-Guilliams, Coordinator of Collection Development, met with RPC staff and agreed that a memorandum of agreement should be developed to outline the terms of the partnership. This item was only for informational purposes.

Planning & Facilities Committee Report

Ed Koon, Chair, gave the Planning & Facilities Committee report. The Committee is continuing to meet regarding the library's long-range strategic plan. Mr. Koon hopes to have the committee's recommendations before the Board at its October or November meeting.

The Director received, via the City Manager's office, notice that Helen Galloway wished to donate a stone fountain to the City to be set on the west lawn of the Central Library. Any costs related to the placement of the fountain would be charged outside the library budget. The Public Works Department would handle any upkeep. Mrs. Galloway purchased the fountain from Tree Top Nursery at this year's Lawn, Flower & Garden Show. Ed Koon moved (Aldrich) to accept the donation of the fountain to be placed on library grounds as an aesthetic addition to the City. **Motion carried unanimously.**

Evergreen remodeling is going well with work progressing on three storage rooms.

Alford has termite problems. A local contractor will be working on the situation.

The smoking areas at Central are finished. Two benches from Heritage Park were refurbished by Park maintenance staff at a cost of \$50 to the library. Thanks to the Friends of the Library for purchasing four trash/cigarette receptacles. The changes are an enhancement to our building. Smokers are being asked not to smoke directly outside the front doors.

Remodeling of the public information area at Central is being considered. The present area is a nook underneath the main level stairwell. The display tables and bulletin boards are in varying stages of disrepair. The Friends of the Library will underwrite expenses to allow the library to work with a professional designer to develop plans to identify attractive, space-saving furniture and equipment allowing us to make better use of the limited space and improved appearance. Ed Koon moved (Parli) to approve the Director working with the Friends of the Library and a designer on the improvement of the public information area at Central. **Motion carried unanimously.**

Public Affairs Committee Report

In Chair Randy Brown's absence, Matt Goolsby gave the Public Affairs Committee Report.

- The City Manager is coming to the Central library on Monday, Sept. 27 to tour the building. The Public Affairs Committee is considering coordinating a reception for the Library Board to meet with Mr. George Kolb. Mr. Kolb will be attending a reception with the Evergreen community September 30 at the Evergreen Library. Ms. Berner Harris will discuss the possibility of a reception with Mr. Kolb during his Sept. 27 tour.
- With increased competition for state dollars, Ms. Berner Harris predicts state funding to be a top legislative issue for the Kansas Library Association, and may be included in the City's lobbying agenda. A factor to consider is the percent of the population that utilizes a library system but lives outside of the taxing district that funds such service.
- Open records exemptions will be eliminated unless renewed by the state legislature. Exemptions affecting the library are 1) archival museum materials being treated by private persons and 2) the library patron and circulation records. Ms. Berner Harris feels these two exemptions are likely to be renewed.
- Protecting the authority of local library boards is an issue. Initiatives at the state level, such as that of mandating filtering or placing limitations on the circulation of library materials, reduce a local Board's authority. We are to be aware of upcoming legislation that may affect the authority of local library boards. Ms. Berner Harris will keep us apprised.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reviewed the September 16 meeting.

- There was another good month of bookstore sales with profits of \$5,000 and Internet sales of old textbooks of \$250.
- Membership is 427, with 373 gold cards, 54 regular.
- An applicant for the bookstore manager is currently working with Barbara Melzer.
- Ms. Parli noted that the bookstore did not have calendars to buy. She showed an example of one and they will be made available to buy in the bookstore for \$6 each.
- A book bag order has been made for black bags. This is the 3rd order.
- By-laws are being revised at the October meeting.

Director of Libraries Report

The City IT replaced the switchboard with a new telephone system. People who call in to the library will now not hear the phone ring and ring, but receive a message to stay on the line. After a transition period of fine-tuning, we hope this to be an enhancement for library service.

Ms. Berner Harris distributed an example of the “WENTK” (Who Else Needs To Know) newsletter for staff. This newsletter has been in existence for a month, and is easily accessible for staff at Central and branches on the staff intranet. A full page is devoted, in very small print, to summarize all the events happening within the library system within the current week. Ms. Berner Harris complimented the staff for all of the activity and service that is documented by this new calendar.

The Director shared a few comments from customers during the past month that highly praised library staff and services. These comments came from the “Tell Us What You Think” forms. A note was also read from Cathy Landwehr stating that the Minisa Book Club was very pleased at its new location and found the Evergreen librarians extremely helpful.

If imitation is the highest form of flattery, then we should feel flattered. Other libraries are paying attention to our good work. The West Chicago, Illinois Public Library is readying for its large book edition of ‘Bhutan’. Of the libraries they researched, they decided our display case and method of promoting to the community was best and decided to follow our example. Also, the Connecticut State Library has included our 2004 Adult Reading Program, created by WPL staff, as a model program recommended to their state’s libraries.

The Mountain Plains Library Association’s Literary Contribution Award for 2004 will be awarded to local *Wichita Eagle* reporter, Roy Wenzl. Ms. Berner Harris nominated Mr. Wenzl for the award. Julie Linneman, Coordinator of Programming/Outreach, will be attending the October MPLA conference in Denver, and accept the award on his behalf.

This Saturday, September 25, Ms. Berner Harris invited Board members to come to Evergreen where Council Member Sharon Fearey has recruited volunteers who will be helping with landscaping of the area around the library building. Ms. Berner Harris plans to participate in the event.

Unfinished Business

Per the direction of President Tim Moore, committee assignments will be postponed until the October Board meeting. Meanwhile, committees continue as is.

New Business

None.

Announcements

None.

Adjournment

Matt Goolsby moved (Bagby) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:58 p.m.

The next regularly scheduled meeting will be October 19, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries