

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
June 16, 2009

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, June 16, 2009 with the following present: Ms. Melissa Alley, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, and Mr. Randy Yeisley. Absent: Ms. Donna Aldrich, Mrs. Susan Estes and Ms. Marge Zakoura-Vaughan.

Staff Present: Jennifer Allen, Administrative Aide II, Cynthia Berner Harris, Director of Libraries; Rex Cornelius, Interim Digital Services Manager; Tammy Penland, Support Services Manager; Jaime Prothro, Customer Service Manager; and Larry Vos, Reference Services Manager.

Guests Present: Roger Brown, Senior Vice President, Law Kingdon Architecture

Nancy Ogle, President, called the meeting to order at 12:09 p.m., a quorum being present.

Introductions

Cynthia Berner Harris introduced Roger Brown from Law Kingdon Architecture.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 19, 2009 were presented. Randy Yeisley moved (Roberts) to approve the minutes as written. **Motion carried unanimously.**

Finance Committee Report

Tom Engelmann gave the Finance report.

Mr. Engelmann made a committee motion to approve the Finance report and bills for May 2009 as presented on the agenda: General Fund Operating Bills in the amount of \$777,433.90; Grant Fund Bills of \$56,753.45; prior year Grant Fund Bills of \$8,355.26; and Gift & Memorial Fund Bills of \$1,093.62 for a total of \$843,636.23. **Motion carried unanimously.**

The State Library of Kansas, through an agreement with the Northeast Kansas Library System, has announced plans to begin a statewide courier service in early July. To help offset costs related to this initiative, the South Central Kansas Library System has announced a new grant program relating to resource sharing. With local library awards based upon the percentage of the system's Interlibrary Loan activity, local libraries may use the grant to subscribe to the new

courier, to become a member of the Kansas City Metropolitan Library & Information Network (KCMLIN) which includes courier service for member libraries in Colorado, Kansas and Missouri, or to use the funding to offset postage expenses. Staff has completed an evaluation of interlibrary lending and borrowing, comparing patterns with membership of the two courier programs. Based upon this review, staff has determined that participation in the KCMLIN system affords the Library the best opportunity to manage postage expenses through use of a courier service.

On behalf of the Finance Committee, Mr. Englemann moved to accept the resource sharing grant as an amendment to the 2009 SCKLS grant fund with \$5,030 to be added to the budget line for memberships to allow the Library to join the Kansas City Metropolitan Library and Information Network for the purpose of courier participation and \$2,165 to the line for postage as has been recommended by staff. **Motion carried unanimously.**

Operations Committee Report

Jane Eshelman gave the Operations Committee Report.

Everyone on the board is familiar with the Library Policy Manual. Library employees are also responsible for operating within the context of a set of City Administrative Regulations and the City's Human Resources Policy Manual. Even so, Library employees need guidance which falls outside the scope of these documents. The recently discussed dress guidelines are a good example. Under the leadership of Customer Service Manager Jaime Prothro, an employee team has been formed to help find and collate these miscellaneous kinds of information into a Library employee handbook. The intent is to craft a single document useful to new and tenured employees that provides reference points to these other assorted manuals and regulations and fills in the gaps in information employees need to be successful in their job performance. Already completed as part of this project is an updated framework for new employee orientation that covers a period of sixteen weeks with specific checklists and outlines to ensure that all necessary information is being provided.

In the very near future, staff will begin the task of starting to prepare notebooks for the people who will be newly appointed to the Board. If Board members have thoughts on items to be included – or things received that were not useful – it would be helpful for staff to have this information.

Planning & Facilities Committee Report

Barbara Baker gave the Planning & Facilities Committee report.

Work on the Linwood branch roof has finally been completed. New leaks in the roof of the Central Library appeared last week.

The Public Works Department is helping to find a treatment for the large overhead window on the south side of the Rockwell branch. With last year's removal of the Locust trees, the service desk in this branch now suffers from significant glare at certain times of day during the summer. Preliminary estimates suggest that the Library can add a protective film to the inside

of the window within the limited resources of the Library's building maintenance budget.

Public Affairs Committee Report

Randy Brown gave the Public Affairs Committee report.

- Jennifer Heinicke has been working to get information to the media as the Board directed during the last meeting. The Eagle responded by doing a story on the more than 2,000 youth who registered for the summer reading programs on June 1.
- Mr. Brown urged staff to continue to suggest story ideas to the media. There will be a news conference in the Central Library auditorium on Wednesday, June 24th to announce Wichita's 2009 Big Read grant. Library staff and Board members are encouraged to attend. The program's honorary chair, Vicki Tiahr, will be part of the group making remarks.
- The Library has had good support for promotion of the Library's reading programs from Radio Disney, KNSS, KYQQ and KSNW.

Special Committee Reports

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

- The Friends of the Library met June 11th.
- The Treasurer's Report showed that the bookstore didn't make as much money in May as in previous months.
- The next book sale is scheduled for August 25-29.
- One Good Samaritan request was granted.
- Current membership is 896 members, including 28 platinum, 817 gold and 51 Individual card members.

Library Foundation – Nancy Ogle stated the Foundation board has not met since the last Library Board meeting.

Wichita Genealogical Society – Barbara Baker announced that The Wichita Genealogical Society will be assisting with a conference this Saturday in connection with the Kansas Council of Genealogical Societies. The topic will be on tracing family roots with DNA.

Director of Libraries Report

Director of Libraries Cynthia Berner Harris reported on the following items:

- The Library is hosting the Digital Bookmobile on Friday, June 26th 11 am – 4:30 pm at Towne East Square. Wichita is one of only two Kansas stops on the bookmobile tour. This purpose of the event is to promote the Library's Overdrive downloadable service. Staff will also be there to do library account and summer reading registration. A flyer about this event was included in board packets.
- The Library is growing its partnership with Workforce Alliance. Ms. Berner Harris referred Board members to another flyer in packets that talks about the resources the

Library has available for job seekers and ways to save money by using Library materials, programs and services.

- As previously reported, 2,000 children and teens signed up for the Summer Reading Club and Teens Read programs on the first day. 5,900 had signed up by the end of the first week. This is a 12% increase in the children's program and a 25% increase in the teen's program.
- Dan Glickman has agreed to be the honorary chair of the 25th Annual Academy Award Shorts Subject Film Series. This will be a year-long program film series that will begin next April.
- A brochure was handed out from the American Overseas Schools Historical Society. This is the group that has expressed interest in co-locating in a new Central Library. The group will send representatives to the next building programming community meetings.
- Representatives from HB+M|Providence will be in Wichita June 30 and July 1 to conduct a series of meetings concerning spaces and services that might be contained in the new Central Library. Board members were provided with two documents concerning this visit: a flyer that will be distributed to the public to encourage community participation in the meetings and a master schedule of all meetings, including staff meetings. Members were encouraged to attend meetings and to help share information with others. Ms. Landwehr asked if Board members could receive the flyer in electronic form to make it easier to share. Ms. Berner Harris confirmed that this was available and would be sent to board members at the conclusion of the meeting.
- Marge Zakoura-Vaughan called Ms. Berner Harris this morning and asked that greetings be extended to the Board and appreciation be given for the cards and good wishes as she has continued to recuperate from recent surgery.

Unfinished Business

None

New Business

Nancy Ogle named Melissa Alley, Steve Roberts, and Tom Engelmann to the nominating committee.

Cynthia Berner Harris recognized each of the six retiring Board members: Jane Eshelman, Randy Brown, Helen Parli, Barbara Baker, Cathy Landwehr, and Nancy Ogle. A new book is being added to the Library's collection in honor of each member and their eight years of service on the Board. President Ogle was also given a small gift in appreciation of her leadership of the Board for the past year.

Announcements

Randy Brown announced that the Attorney General is conducting a series of statewide public forums on Open Government. There will be one in Wichita on Friday, June 26th.

Nancy Ogle asked for feedback on Board orientation books:

- Melissa Alley stated that it was beneficial having the information from the focus groups on the Master Plan.
- Randy Brown stated that those that are out-going should urge their Council member to appoint a replacement as soon as possible.
- Nancy Ogle stated that a map of all the branch locations would be helpful.
- Barbara Baker stated that the City Council should be made aware that there are term limits.

The meeting was adjourned at 12:44 p.m.

The next regularly scheduled meeting will be July 21, 2009.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries