

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

August 21, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 21, 2007 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Tom Engelmann, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, Mr. Rodger Woods, and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown, Ms. Jane Eshelman, and Ms. Susan Estes.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Larry Vos, Reference Services Administrator; Jennifer Heinicke, Special Projects Librarian; Jaime Prothro, Customer Service Administrator; John Ellert, Support Services Administrator; Seif Al-Shaer, Administrative Assistant; Julie Linneman, Programming/Outreach Administrator; and Jennifer Allen, Administrative Aide II.

Guests Present: David Frain, Executive Director, Wichita Public Library Foundation.

Larry Vos, Reference Services Administrator, gave the staff presentation. He stated that the Reference Division consists of 32 full-time and 23 part-time employees along with numerous volunteers. It is made up of the following sections of the Central Library: Art, Music & Video; Business & Technology; General Reference; and Genealogy, Kansas Reference & Local History. The Westlink and Rockwell branches also fall under his supervision. Mr. Vos went on to explain that a big part of the Reference Division's job is answering questions. In an average month, they receive 13 mail and 35 e-mail requests for information with most being for Genealogy. This does not include the numerous requests for information coming from customers in person. He went on to describe each section. Art, Music & Video is made up of books, DVDs, videos, CDs, and framed prints. In Business & Technology there are many books covering different reference areas including career development, investment materials, and a large auto manual collection. The General Reference section on the first floor contains subjects not covered in one of the other specialized areas. Most of the public PCs are also here. The Kansas Reference, Local History and Genealogy Section is located in the basement. This is a specialized area with two people being mainly responsible for the area along with help from numerous volunteers. There is also a TDD machine for the deaf on the first floor along with many maps.

Evelyn Neier shared a story about her son's friend being able to fix his car after checking out an auto manual from the public library, attesting to the usefulness of these kinds of materials.

Barbara Baker mentioned that the Genealogy section was ranked among the top ten in the nation according to a group that donated a set of four family history books. The group stated that they chose the libraries with the top ten Genealogy sections in the nation for these book donations.

Introductions

Cynthia Berner Harris introduced the newest board member, Steve Roberts.

Public Comment

None.

Approval of Minutes

The minutes of the regular meeting held on June 19, 2007 were presented. Evelyn Neier moved (Aldrich/Engelmann) to approve the minutes as written. **Motion carried unanimously.**

Finance Committee Report

There was no quorum, so the Finance Committee did not meet. Rodger Woods moved (Zakoura-Vaughan) that the Finance report for June 2007 and the bills be approved as presented on the agenda: General Fund Bills in the amount of \$534,538.34; 2007 Grant Fund Bills of \$45,556.29; Prior Year Grant Fund Bills of \$14,734.49; and Special Fund Bills of \$5,991.39 for a total of \$600,820.51. **Motion carried unanimously.**

Mr. Woods moved (Landwehr) that the ProQuest subscription for microfilm versions of the *Wichita Eagle*, *New York Times* and *Wall Street Journal* be renewed for 2008 in the amount of \$16,823.15. **Motion carried unanimously.**

Operations Committee Report

Cathy Landwehr gave the Operations Committee Report:

The Operations Committee has reviewed and approved the Planeview Library agreement and recommends it for Board approval and to authorize staff to forward it to the City Council for their review and approval.

Ms. Zakoura-Vaughan stated that we do so little for southeast Wichita, especially the Planeview area and there are so few books there for adults. She expressed concern about the part of the agreement that allows the Public Library to send outstanding accounts of \$10 or more for collection. She added that we would like to encourage everyone to read, especially those that don't have their own personal library.

Ms. Berner Harris explained that there are fewer public library items within the Planeview Community Library now because the space has been reduced as a result of school remodeling. The mix of adult, young adult and children's materials is based upon recommendations from the school staff. She went on to explain that Wichita Public Library staff members have been at Colvin inventorying and organizing the materials and have discovered that many items are missing. 46% of the DVD collection and 25% of the video collection appear to have been lost

from the collection during the past two years. School district personnel support changes to reinforce the importance of treating library materials responsibly and indicated that the option of using collection services in order to encourage the return of materials was appropriate.

Ms. Landwehr moved on behalf of the committee to approve the agreement and to authorize staff to forward it to the City Council for their review and approval. **Motion carried unanimously.**

Ms. Landwehr stated that there are a couple of other things the Operations Committee is working on. They are a proposed sick leave policy and the process for appointing library board members to the Library Foundation board of directors. A group consisting of the Library Board President and the Operations Committee Chair will get together with the Foundation Board's President and the Bylaws Chair to determine the best way to coordinate appointments.

Planning & Facilities Committee Report

Evelyn Neier gave the Planning & Facilities Committee report:

- Evergreen continues to have trouble with the restrooms. Graffiti was discovered in the women's restroom and several large toilet paper wads were stuck to the ceiling in the men's room. In one week staff cleaned up four major messes in the men's room. The staff has been working with Community Policing to try to rectify these problems.
- The Evergreen sign for Butler Community College has been approved for installation.
- A project at Westlink where a section of sidewalk was removed and replaced took longer than expected to complete.
- Public Works placed a covered box under the Westlink drinking fountain for cups and a cup holder as part of ADA compliance.
- The Environmental Services staff did a site visit to Westlink to check for mold. Water has been leaking below the basement floor in the return air plenum. Over the years a variety of organic and inorganic substances have accumulated there. As the air moves around, it causes problems. This will be thoroughly cleaned using methods that take into account the porous and rough surfaces of the concrete.
- The air handling system at Westlink also has some concerns. There is a need to replace the fiberglass insulation lining on the interior of the return plenum to prevent air-borne irritants. The return air registers are also dirty and obstructed. Hopefully cleaning these will help.

Public Affairs Committee Report

Rodger Woods gave the Public Affairs Committee report:

- Megan Squires, the new intern, has been working on the "thank you" ad for our Summer Reading Program sponsors to go in this Friday's Go section of the *Wichita Eagle*. She has also been helping with some paid ads that will be on the radio.
- The highlights from the first Kansas Book Festival will be available on You Tube soon.
- Its time again for the Library's submissions to the 2008 City of Wichita Legislative

Agenda. Library staff, with the Board's approval, would like to add support for the State Library's Budget Enhancement requests for a statewide courier service to expedite the interlibrary loan delivery system and for funding for statewide access to Learn-a-Test.

- The Wichita Area Library Association's Legislative luncheon is scheduled for Thursday, November 15 with Cynthia Berner Harris as a speaker.

Special Committee Reports

Friends of the Library – Helen Parli reported on the July Board of Governors meeting:

- The October 5-6 Book Festival will be bigger and better this year. A Gala Evening has been scheduled with the Governor and several authors. Volunteers are needed.
- One Sunday, a man came into the Friends Bookstore and purchased 300 books.
- Membership is 665 (13 Platinum, 622 Gold, and 30 regular).
- The next meeting will be September 13 at 1:30 pm.

Wichita Public Library Foundation-David Frain stated that he didn't have a report but wished the new Board members and officers well.

Wichita Genealogical Society –Barbara Baker stated that there were 63 people in attendance for last Saturday at Alford for the program on orphan trains. There were also over 60 people in attendance at the previous meeting.

Director of Libraries Report

- Authors Marilyn Holt, Michael Korda, Laura Moriarty, Steve Doocy, Cal Thomas, and Bob Beckel are a few of the many speakers at the Kansas Book Festival. We have had the first press conference and there will be a second one right after Labor Day. Proceeds from the Festival will be managed by the State Library to be released statewide to help with summer reading programs.
- Information on the tasing incident was included in the Board packets. While this could have had negative impact, it was so well handled that it had the opposite effect and showed that the Library has really taken charge to provide a safe family environment. Those that weren't in the immediate area had no idea that anything had happened.
- Ms. Berner Harris will be going to DAB III in September to talk about the Master Plan.
- There is a new Trustee Education program available through the State Library. Information was distributed to those in attendance.
- Ms. Berner Harris and Jean Hatfield have been assisting the Wichita Bar Association with focus groups for strategic planning for the Sedgwick County Law Library.
- Staff members will be attending meetings related to two new strategic groups being organized in support of Visioneering Wichita.
- The Library is working with City Arts on applying for grants for the Big Read program.
- The City's Finance Department is going to start charging the Library for administrative overhead for managing their grants. The original information provided to the Library had indicated that the costs would be significant enough as to require layoffs of some staff working in positions funded by these grants. Happily, it turned out that there was

an error in the placement of a decimal point and that the fees will not be as overwhelming as first reported.

Unfinished Business

None.

New Business

Ms. Ogle stated that the Nominating Committee of Mr. Engelmann, Mrs. Parli, Ms. Ogle and Ms. Estes had prepared a slate of candidates for board officer positions for the 2007-2008 year. They are as follows: President – Rodger Woods; First Vice-President – Nancy Ogle; Second Vice-President – Susan Estes; Secretary – Barbara Baker; and Treasurer – Evelyn Neier. Ms. Ogle asked for other nominations. There were none. She moved on behalf of the committee to elect the entire slate of candidates. **Motion carried unanimously.**

Announcements

Committee signup sheets were sent out with the Board packets. Ms. Ogle reminded everyone to complete them and turn them in before leaving.

Adjournment

Cathy Landwehr moved (Roberts) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:48 p.m.

The next regularly scheduled meeting will be September 18, 2007.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries