

## WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors  
October 21, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, October 21, 2003 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Susan Estes, Mr. Matt Goolsby, Ms. Jane Eshelman, Mr. Ed Koon, Mr. Gerald Layman, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Mr. Randy Brown, Ms. Cathy Landwehr, Ms. Ronda Limon-Lowderman and Mr. Tim Moore.

Staff present: Cynthia Berner Harris, Director of Libraries; John Ellert, Coordinator of Support Services; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; and Lucille Holder, Administrative Aide II.

Also in attendance: Ms. Janice Goudy, League of Women Voters.

Due to the busy agenda of approving August and September minutes and financial reports, no staff presentation was made.

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 August 19, 2003 were presented with the amended change of capitalizing Supreme Court on page two, last paragraph. Ms. Ogle moved (Goolsby) that the August 2003 minutes be approved as amended. **Motion carried unanimously.**

Minutes of the regular meeting held on September 16, 2003 were presented. Susan Estes moved (Goolsby) that the September 2003 minutes be approved as presented. **Motion carried unanimously.**

### Finance Committee Report

Gerald Layman presented the Finance Committee report.

Operating Fund Bills in the amount of \$694,444.41; Grant Fund Bills of \$43,009.20; Prior Year Grant Fund Bills of \$3,091.98; and Memorial & Gift Fund Bills of \$1,913.52 for the month of August 2003 were presented, as well as the Financial Report for August 2003. Mr. Layman moved that the Financial Report and bills for August 2003 be approved and payment authorized. **Motion carried unanimously.**

Operating Fund Bills in the amount of \$443,002.76; Grant Fund Bills of \$33,450.40; Prior Year Grant Fund Bills of \$1,617.62; and Memorial & Gift Fund Bills of \$1,729.39 for the month of September 2003 were presented, as well as the Financial Report for September 2003. Mr. Layman moved that the Financial Report and bills for September 2003 be approved and payment authorized. **Motion carried unanimously.**

The Finance Committee discussed end-of-year budget projections. John Ellert, Coordinator of Support Services, predicts the Library general fund will end the year in the black. Mr. Layman commended the staff for living within the library's reduced budget.

The Talking Books contract for the State fiscal year October 1, 2003 through September 30, 2004 needs to be approved by the Board and sent to the City Council for approval. The total 2004 Talking Books budget for the year is \$123,800. Barbara Baker moved (Bagby) that the Talking Books budget and contract be approved and forwarded to the City Council for approval. **Motion carried unanimously.**

The 2004 ILDP (Interlibrary Loan Development Program) grant of \$97,657 also needs approval and forwarding to the City Council. The check has been received from the State with 80% to be used for purchasing materials and 20% for processing interlibrary loans. Ed Koon moved (Goolsby) that the ILDP grant and budget be approved and forwarded to the City Council for approval. **Motion carried unanimously.**

Kan-Ed subsidies have been received in the amount of \$4,135 each for Central and the eight branch libraries. A motion was needed to authorize staff to work with the City's Information Technology division to use this money for technology upgrades or replacement of hardware as needed. Susan Estes moved (Koon) to authorize staff to work with IT/IS (Information Technology/Integration Services) to purchase hardware replacements as needed and to use remaining funds to offset Internet and data circuit fees. **Motion carried unanimously.**

One invoice exceeding \$10,000 required Board approval. The invoice is from ProQuest, allowing the library to receive microfilm copies of *The Wichita Eagle*, *Wall Street Journal*, and *The New York Times* plus a print index of *The New York Times*. The invoice is for 2004 in the amount of \$13,571.25. Sarah Bagby moved (Goolsby) to approve payment of the \$13,571.25 invoice from ProQuest. **Motion carried unanimously.**

There is money unexpended from the 2002 Talking Books budget. A budget revision will be made which will allow current Talking Books staff salaries to be paid utilizing this fund, thus depleting the 2002 funds.

Due to the recent news headlines regarding City employee travel, a list of all library department travel to date was composed for Board members' perusal. Board members found all 2003 travel expenses to be justified but agreed that it would be appropriate to review all travel expenses on a semi-annual basis.

### **Operations Committee Report**

Nancy Ogle gave the Operations Committee Report.

- Barbara Baker, Nancy Ogle, Cynthia Berner Harris and Rex Cornelius, Electronic Resources Manager, attended a workshop at the Augusta Public Library on October 8. The workshop was titled "Internet Safety and Your Library: Issues and Answers." Information was obtained regarding Internet filtering and CIPA. Staff from the South Central Kansas Library System presented the program. The Internet Acceptable Use Policy will be reviewed again before the July 1, 2004 CIPA mandated compliance date; however, the Operations Committee and library staff believe all is ready for the compliance.
- Procedure changes have been made with the Wichita Work Release Facility to ensure that the library service we provide to inmates stays not only within our code of conduct and acceptable use policies, but also within their guidelines. Inmates will be limited to checkout

of print materials from Central only, with no AV materials or Internet access. Expiration dates on the accounts will be adjusted to match expected release dates. Staff also developed a system that should help obtain forwarding addresses for inmates upon their release from the Wichita facility.

- Updates to the Operations Manual will be a high priority for staff and the Operations Committee in 2004.
- Holiday closing times were discussed. Cyndi Berner Harris had gathered statistical data comparing usage on a typical day (Friday, October 17) vs. Christmas and New Year's Eves 2001 & 2002. A fairly normal activity and checkout occurs on New Year's Eve; however, Christmas Eve showed circulation numbers at approximately 1600 vs. 4000 on a 'normal' day with most use between 10:00 a.m. – 2:00 p.m. Library staff proposed and the Operations Committee recommended the following upcoming special holiday hours:
  - Wednesday, December 24, 2003 – Close at 3:00 p.m. instead of 9:00 p.m.; and
  - Wednesday, December 31, 2003 – Close at 5:30 p.m. instead of 9:00 p.m.Staff would be able to use flextime or vacation for the hours affected. Nancy Ogle moved (Eshelman) to approve these early closing times. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

Ed Koon gave the Planning and Facilities Committee report as follows:

- The Alford Library received an AIA (American Institute of Architects) Wichita Merit Award for Excellence in Architecture. The framed certificate was displayed in the Board Room; however, it will be moved for permanent display at the Alford Library.
- Water leaks have caused some problems during the past month, most notably at the Westlink and Linwood Branches.
- Signage changes for the Central Library genealogy and local history area are in the works and will be in place in time for the rededication of the area on November 18. Board members will be receiving invitations to the dedication of "The Lawrence and Lucile Wulfmeyer Genealogy/Special Collection Center" and the renaming of "The Charles B. Driscoll Reading Room" to be held at 11:00 a.m. Tuesday, November 18, 2003. After the dedication, a catered lunch will be sponsored by the WPL Foundation in the Auditorium, after which the Board will adjourn to the Board Room for their regular meeting.

### **Public Affairs Committee Report**

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

- The Kansas Library Association is partnering with the Kansas Children's Campaign to advocate for support for projects related to early childhood literacy during the upcoming legislative session. An event for legislators and community leaders will be held in Wichita on October 28. The members of the Public Affairs Committee, Board President Tim Moore, Foundation Executive Director Carol Nazar and Cynthia Berner Harris have been invited to the reception. This should be a good opportunity to advocate for children's literacy and other library issues in general.
- The Wichita Area Library Association (WALA) legislative luncheon is tentatively scheduled for November 13 at Larkspur. WALA and the South Central Kansas Library System sponsor this event. Members of the Sedgwick County legislative delegation are

invited to lunch with library trustees, friends and staff to discuss issues expected to be on the next legislative session.

- The Planeview Community Library dedication was held October 9. The Director of Libraries wished to thank Board Members Bagby, Baker, Goolsby and Parli for their attendance.

### **Friends of the Library Liaison Report**

Helen Parli, Friends of the Library Liaison, attended the Friends of the Library meeting held October 9. The following items were discussed at the meeting:

- Friends Board member Joyce Suellentrop has resigned from the Board of Governors and her volunteer work transferring Rockwell donations to Central.
- The Evergreen Branch art dedication and first anniversary celebration will be held November 15. The Friends will sponsor give-always to be used during the day.
- Membership remains steady with only one complaint received regarding the termination of the luncheon/lecture series.

### **Director of Libraries Report**

Regarding employment updates, Cyndi Berner Harris stated that two Librarians for the Art Music & Video section have been selected and should receive job offers soon. Interviews are being scheduled for the Children's Librarian position at Alford.

Ms. Berner Harris has received word from the Police Department that the Patio Room at Central is definitely being considered for use as office space for community policing and SWAT teams in the downtown area. A formal analysis of the Patio Room for this purpose will begin soon.

The coffee shop/vending area idea for Central proposed at the last meeting will still be researched.

A generous donation for compact shelving from a local television station that was remodeling was offered to the library. The donation was considered to be worth \$20,000. Upon investigating the cost of moving and installing the shelves, however, the cost was approximated at \$10,000. Therefore, the donation was declined.

The integration of the library technology into the City's IT network did not go as smoothly as anticipated and hoped. Service and access for customers, as well as staff work, were affected with some disruptions continuing one month after the cutover. Issues are gradually being resolved and the transition continues.

Gerry Layman wished to thank all library staff as he continues to be amazed at the library staff's programs offered to the public.

Barbara Baker asked the Director how a staff person recognizes someone who has been banned from the library. Ms. Berner Harris responded that we are in the process of setting up a computer file listing names of permanently banned patrons, and also will start using a digital camera to take pictures to keep on file.

Susan Estes asked for an update of the customer computer incident reported at the last meeting. Ms. Berner Harris reminded Board members that the situation involved a customer that a police officer perceived to be viewing child pornography. The customer was arrested. Because the police officer made the observation, law enforcement officers were able to confiscate the computer's hard drive without a subpoena or search warrant. The library computer records linking the customer to the workstation were secured but not released to the police as it was determined that library policy allows such release only in response to a subpoena. The customer was banned from the library per the Customer Code of Conduct. It is Ms. Berner Harris's understanding that while outside the library's acceptable use policy, the websites accessed by the customer were not illegal so he has not been charged with anything except parole violations. Ms. Berner Harris reported that library staff are to be complimented for their quick handling of the problem. Although staff has been asked if filtering might have prevented this situation, it is Ms. Berner Harris's opinion that it was because the library does not filter that the problem was identified and handled.

Sarah Bagby reported that the dedication October 9 for the Planeview Community Library was nice. The neighborhood association spokesperson requested clearly to all present to please utilize the facility. Ms. Bagby stated that every school official was recognized, but felt the Wichita Public Library staff were slighted in not receiving much recognition. The Board gave the library staff acknowledgement of their hard work in dealing with the Planeview issue. Ms. Berner Harris noted that a USD259 public access cable channel will be doing a news story on the Planeview Community Library in the near future.

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements**

None.

### **Adjournment**

Sarah Bagby moved (Ogle) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:50 p.m.

The next regularly scheduled meeting will be November 18, 2003.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries