

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
December 18, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, December 18, 2007 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Randy Brown, 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: Mrs. Susan Estes and Ms. Jane Eshelman.

Staff Present: Cynthia Berner Harris, Director of Libraries; Jaime Prothro, Customer Service Administrator; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Administrator; John Ellert, Support Services Administrator; and Jennifer Allen, Administrative Aide II.

Guests Present: Kelly Rundell, Senior Assistant City Attorney, Department of Law

Rodger Woods, President, called the meeting to order at 12:06 p.m., a quorum being present.

Staff Presentation

Kelly Rundell, Senior Assistant City Attorney, Department of Law, was present to discuss the Open Meetings Act and how it affects Library Board committees. Ms. Rundell explained that the Library Board is governed by the Open Meetings Act, which means the public is allowed to attend the meeting and give notice of the meeting must be given. All committees and sub-committees must also follow these regulations if there is a majority of the quorum or if their job is to weigh options or discuss alternatives and make a recommendation to the Board.

She next covered informal situations that would be covered by the act. Ms. Rundell explained that any time there is a gathering to discuss any of the business that is before the Board it is considered a meeting. This includes conference calls, serial conversations such as emails or using an intermediary to relay communications back and forth. It also includes informal discussion before or after the meeting.

All meetings must be open to the public, the time and location needs to be announced and it must be in a location that is free of charge. If someone requests to be notified in advance of any meeting, it is required that they be notified. An agenda is not required, but if there is one, it must be given to anyone that requests one.

Ms. Rundell next explained the process for the Board to follow for executive sessions. There must to be a motion reflected in the minutes that says the Board is going to recess into executive session, the reason, and when the meeting will resume. The board must return at the time that was stated. If the meeting finishes earlier, the Board must wait until the stated time to resume the meeting. If more time is needed, the Board must return and make another motion for more time before resuming the executive session.

Executive sessions can only be held for a limited number of reasons. Some of the allowed reasons are to discuss personnel matters of non-elected employees or security issues if an open meeting would threaten that security. They can also be used to consult with your attorney, if your attorney is present, about pending litigations, legal advice, contract negotiations, or confidential data regarding financial affairs. Only Board members and people that are invited to assist them may attend an executive session.

It was asked what was considered a majority of the quorum. For the fourteen-member Library Board, eight is considered a quorum and five is the majority.

Another member asked how far in advanced the meeting has to be announced. Ms. Rundell stated that there is no set time, but it needs to be a reasonable amount of time. The easiest way to announce a meeting is to contact the media, although anyone that has previously requested to be notified in advance must also be notified.

Public Comment

None.

Approval of Minutes of November 20, 2007

Minutes of the regular meeting held on November 20, 2007 were presented. Mr. Roberts asked that his statement on the bottom of page 3 be clarified to read that the \$1.38 million was the tax appraisal value. Marge Zakoura-Vaughan moved (Woods) to approve the minutes as amended. **Motion carried unanimously.**

Finance Committee Report

Tom Engelmann made a committee motion to approve the Finance report and bills for November 2007 as presented on the agenda: General Fund Operating Bills in the amount of \$728,281.44; prior year Grant Fund Bills of \$4,522.31; 2007 Grant Fund Bills of \$50,833.13; and Gift & Memorial Fund Bills of \$2,280.03 for a total of \$786,456.91. **Motion carried unanimously.**

Mr. Engelmann moved on behalf of the Finance Committee that the NewsBank subscription be renewed in the amount of \$12,395. **Motion carried unanimously.**

Mr. Engelmann moved on behalf of the Finance Committee that the 2008 State Aid Grant budget in the amount of \$242,107 be approved as proposed by staff. **Motion carried unanimously.**

Mr. Engelmann moved on behalf of the Finance Committee that the 2008 SCKLS Grant budget in the amount of \$120,557 be approved as proposed by staff. **Motion carried unanimously.**

Mr. Engelmann moved on behalf of the Finance Committee that the 2007-2008 ILDP Grant budget in the amount of \$91,548 be approved as proposed by staff. **Motion carried unanimously.**

Mr. Engelmann moved that Child Start be refunded \$1,000.00 for the rent that was paid above and beyond 2007 actual expenses for the space at Evergreen with the remaining balance refunded after the financial reports for December are available as recommended by staff. **Motion carried unanimously.**

Rodger Woods, President, stated that there was a delay in the ILS Financial Plan and asked for a motion to amend the agenda. Tom Engelmann moved (Woods) to strike the ILS Financial Plan from the agenda. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle gave the Operations Committee report. She stated that everyone should have a copy of the proposed change to the unattended children policy. The changes would give the Library staff the authority to contact the police after searching for a legal guardian for 15 minutes instead of 30 as stated in the current police. Ms. Ogle moved (Landwehr) that the policy be changed as proposed by staff.

Mr. Woods proposed changing “attempts will be made by the staff” in the 3rd paragraph to “attempts may be made by the staff” to allow the staff more flexibility. Mr. Woods moved (Aldrich) to make this change. **Motion carried unanimously.**

Mr. Woods pointed out that there was still a motion on the floor to approve the amended policy. **Motion carried unanimously.**

Ms. Ogle suggested that the Operations Committee review the board bylaws with emphasis on information about committees in light of Ms. Rundell’s presentation. Mr. Woods stated that if anyone had any thoughts on setting up a schedule for committee meetings, forward them to Ms. Ogle for discussion at the next meeting.

Planning & Facilities Committee Report

Evelyn Neier gave the Planning & Facilities Committee report.

There is nothing new to report on the master plan.

Basketball season has returned causing problems at the Angelou branch. Plans are in place for the Wichita Police Department to supply the branch with barricades to block one of the parking lot entrances and the WSU athletic department will be sending some students to monitor the other entrance to limit parking to library customers. Unfortunately they have not been able to complete a test due to last minute staffing issues on both sides. The Library is still in need of a more permanent and less staff-intensive solution.

The sprinkler system at Angelou ruptured but fortunately there were funds to repair it. This has created an awareness that no City department has been ensuring that the system is maintained. This will need to be dealt with during the budget process.

The Public Works Department has provided the Library with a Memorandum of Understanding that outlines what they are and are not responsible for maintaining and repairing. Unfortunately snow removal falls outside their scope of authority so this will also need to be planned for in the budget.

The Director of Libraries came to work one day last week to find a waterfall running down one of the interior walls of her office. The Public Works Maintenance staff at Century II was quick to climb up on the roof and clear the drain that was clogged and holding water.

A staff team has been working on parking issues since October. The City Manager has signed off on a proposed solution. The Library will be doing a transfer to Century II to pay for parking for staff and volunteers. As part of the change, the parking stickers will be replaced with hangtags for employees. In all likelihood, day passes will be sent out to Board members with their monthly packets. This system will also be used for the Telephone Pioneers, when branch staff comes to Central for meetings and for occasional volunteers. The Central Library employees are the only group of City staff who pay for parking without having it consistently available.

Public Affairs Committee Report

Randy Brown stated that there would be a party after the Board meeting. Ms. Berner Harris elaborated that this party is in celebration of the Library's upcoming 2,000,000th checkout. As of the start of the day, the Library is 21,013 away from the 2,000,000 mark and expect to reach it by the end of the week. Retirees and former Board members have been invited for the party and on the day the Library reaches the 2,000,000 mark, there will be handouts given to everyone that checks out materials can have a book plated in their name. All Board members and Library staff will also be given this honor. There are also drawings for both adults and kids at all locations.

Megan Squires has finished her marketing internship with the Library. She has done a great job.

The Library Legislative Day is February 21st.

Special Committee Reports

Friends of the Library - There was no December meeting.

Library Foundation – Marge Zakoura-Vaughan shared the Library Foundation's mission statement with the Board and pointed out that it accurately predicted the Library reaching the 2,000,000 in circulation mark in 2007. During the December 6th meeting, financial were discussed. Net income for the first nine months of 2007 was \$64,000. Marvin Cox reviewed the investments and stated that, for the year, the portfolio is up 8.3% versus the market at 6.5%.

Wichita Genealogical Society – There was no meeting.

Director of Libraries Report

Cynthia Berner Harris stated the Library had hoped to bring a financial plan for the Integrated Library System to the meeting. The Library has gone through the process and identified a preferred company and knows, in concept, what will be done financially, but staff was unable to confirm the specifics of the plan. There will be a delay for Wichita's eventual implementation as the Phoenix and Dallas public libraries have decided to go with the same company and are farther along in the process than the Wichita Public Library, having already secured the spring time period at which Wichita had hoped to complete its project. As a result, staff has determined it is better to delay implementation rather than to rush it at the risk of compromising the quality and accuracy of the transition.

The Governor's Council on Cultural Affairs decided yesterday not to host a Kansas Book Festival in 2008. The group wants time to consider other options including moving the event from fall to spring and finding ways to get better participation from other regions of the state.

The Library has hired Tammy Penland to fill the Senior Management Analyst position. She is currently employed in the Human Resources Department and will transfer to the Library on January 12th. John Ellert will transfer to leadership of the newly created Digital Services Division, which will oversee all of the technology for the Library.

David Frain, Executive Director of the Wichita Public Library Foundation is leaving at the end of the year. An ad has been posted in the Eagle to fill this position.

Sarah Shetlar has been promoted as the Manager of Art, Music and Video.

Ms. Berner Harris pointed out the Preliminary End of Year Report that was included in Board packets and the new 2008 Department Goals that were passed out to each member.

Unfinished Business

None

New Business

Mr. Woods asked for a motion to adopt the 2008 Library Goals as proposed by staff. **Motion carried unanimously.**

Mr. Engelmann motioned (Roberts) that the Board recess into executive session to discuss to consider personnel matters of non-elected staff returning no earlier than 1:35 pm. **Motion carried unanimously.**

Mr. Woods reconvened the meeting at 1:35 p.m. with no action taken as a result of the executive session.

Announcements

None

Adjournment

The meeting was adjourned at 1:37 p.m.

The next regularly scheduled meeting will be January 15, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries