

## WICHITA PUBLIC LIBRARY

### Minutes of a Regular Meeting of the Library Board of Directors

December 18, 2001

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, December 18, 2001. Mr. Tim Moore, President, called the meeting to order at 12:21 p.m. with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Randy Brown, Mr. Gillard Cohen, Ms. Jane Eshelman, Mr. Ed Koon, Ms. Catherine Landwehr, Mr. Gerald Layman, Ms. Ronda Limon-Lowderman, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Karl Peterjohn and Ms. Lois Ruby. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; 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.

During lunch, Heidi Dressler, Local Historian, gave a staff presentation with the assistance of Rex Cornelius, Electronic Resources Manager. Heidi gave the Board a sneak preview of the Wichita Digital Library, not yet made available to the public. The web address is <http://specialcollections.wichita.edu/wdl/frontpage.asp>. Approximately 150 photographs are on site at the present time, starting with the 1860's to present day. The three institutions involved in the project are the Wichita Public Library, Wichita State University Special Collections, and the Wichita/Sedgwick County Historical Museum. Links are available to provide feedback forms, to show which site owns the photograph, and an order form if one would like a copy of the print. The committee overseeing this project envisions growth of the collection and anticipates a great interest from the public. This database will be available for six months to the public and then feedback will be reviewed to its future progress. The Board thanked Heidi and Rex for the interesting presentation.

Mr. Moore called the meeting to order at 12:21 p.m., a quorum being present.

Tim Moore introduced a new appointee to the Board – Ms. Helen Parli. Ms. Parli was appointed as liaison to the Friends of the Library Board.

Minutes of the regular meeting held on November 20, 2001 were presented. Gillard Cohen requested that the last sentence under the Planning and Facilities Committee Report, South Alford Branch, page four, be deleted. Sarah Bagby moved (Cohen) that the minutes be approved as corrected. **Motion carried unanimously.**

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### **Finance Committee Report**

The City's financial report for November has not yet been received. Operating Fund Bills in the amount of \$479,255.58; Grant Fund Bills of \$45,772.24; and Memorial & Gift Fund Bills of \$1,484.09 totaling \$526,511.91 for the month of November were presented. Mr. Karl Peterjohn, Chair, moved that the bills for November be approved and payment authorized. **Motion carried unanimously.**

Thanks to a suggestion made by Ronda Limon-Lowderman at last month's meeting, Ms. Berner Harris pursued another option for online subscription to *The Wichita Eagle* database. The library is saving nearly half the cost of the original NewsBank invoice of \$16,132 by contracting with EBSCO which allows links to access other newspapers as well. The Finance Committee and Ms. Berner Harris thanked Ms. Limon-Lowderman for the idea.

Mr. Peterjohn reported that the City has set up a new account for deposits which the Technology Training Center generated as revenue. This money will be used for computer monitors, hard drives, and whatever may be needed for the TTC.

The end-of-year budget projection for the library is in good standing. Approximately \$235,000 surplus at year's end is expected, due mainly to personnel positions that were budgeted but vacant for a period of time during the year.

### **Operations Committee Report**

Nancy Ogle, Chair, reported on the following items:

- The library's proposal for barcode conversion was approved by the IT/IS Committee October 24, followed by City Council approval December 11, 2001. This allowed the library to sign a contract for database conversion to initiate the purchase of barcode readers. Implementation is tentatively scheduled for February 2002.
- The Library's Electronic Resources Committee is considering changes to the Internet acceptable use policy that will be required by the Children's Internet Protection Act (CIPA). The Committee will have a proposal by next month's Board meeting for a public hearing and subsequent approval.
- Ms. Berner Harris had telephoned Ms. Ogle regarding a former patron who had been banned from the library and now wants the privilege to use the library again. Ms. Ogle said she trusted Ms. Berner Harris and staff's judgement on the matter. The patron is not transient anymore, has completed rehabilitation and attends

support groups. Staff decided to allow him to utilize the library again with the stipulation that one violation and he's out, rather than the usual three violations.

### **Planning and Facilities Committee Report**

Gillard Cohen, Chair, gave the Planning and Facilities Committee report as follows:

- **North Branch:** Representatives from the Design Council met with the project architect Randall Steiner, project artist Raymond Olais from Newton, Cyndi Berner Harris and staff from the Public Works department to help resolve related issues with respect to the public art component of the project. One idea that was brought up during the meeting was to tap the benefit of the adjacent park by removing a retaining wall on the north side of the building which separates the arts and crafts building from Evergreen Park in order to develop some play areas and reading areas. Another idea was to soften the asphalt effect of the parking lot and landscape the area. The project timetable calls for Design Council approval in January 2001. Specifications will be released for bid in February with bids accepted in March. Remodeling hopefully will begin in April for occupancy in late summer or early fall of 2002. The delay in the project timetable means that the lease for the Marina Lakes Branch Library will need to be negotiated by March 2002. John Philbrick, City Property Management Director, will begin this negotiation in January. Mr. Philbrick is also developing a lease agreement between the library and Head Start for the arts and crafts building. Ms. Ruby asked if the Marina Lakes lease negotiation would be a problem. Ms. Berner Harris responded that she didn't think so as the Wichita Shopping Center is not fully leased and she supposes they would rather have us lease for part of the year than none. Mr. Philbrick will keep us posted.
- **South Alford Branch:** The Design Council has approved the building plans for the Alford Branch with the exception of the art component which has yet to be finalized. Members of the library staff and Planning & Facilities Committee met with Gossen & Livingston on December 13 to review a number of items, including fine-tuning some of the architectural problems and color schemes for the building. Mr. Cohen displayed a schematic of the building along with the chosen carpet sample, tiles for the rest rooms and counter tops. Randy Brown asked for explanation on how the design of the building came to be. Mr. Cohen explained that the library is to be dedicated to the memory of Lionel Alford, long time resident of our community and President of the Boeing Company for a considerable length of time. Since the building is being dedicated to his memory, the City and architects thought the building should be reminiscent of an aeronautical design. At the December 13 meeting, the subject of possible leakage from the roof was discussed. The architect said that the membrane of the roof was guaranteed for 15 to 20 years. Mr. Cohen's opinion was that the roof should be guaranteed for a longer period of time. The architect stated they might try to place a double layer of membrane on the roof. Another problem is the ultraviolet rays of the sun that might lead to deterioration of the roof. The architect promised to

review the roof situation. Karl Peterjohn also voiced a discomfort with the flat roof. Ms. Berner Harris explained that the roof is actually graded, although in the drawings indeed it does look flat. Mr. Peterjohn asked if the Library Board gets to vote on acceptance of the building design. Ms. Berner Harris stated that the Board has input on the design but does not vote on acceptance of the final design. The City authorizes final approval. Mr. Peterjohn stated that he agreed with Randy Brown that he liked the inside design of the building but not the exterior.

- Remodeling Projects: The completion of the new carpeting at Rockwell has been delayed because the contractor did not order enough carpet. The public areas are being completed, but more carpet is needed for the staff work areas. The lighting upgrades at Central are underway to obtain better energy efficiency. The remodeling of Central's Auditorium is expected to begin early in January 2002.

### **Public Affairs Committee Report**

The new Chair of the Public Affairs Committee, Randy Brown, reported that he received a memo from the Director of Libraries citing library issues for the upcoming legislative session. Mike Taylor, City Government Relations Director, will act on our behalf. The Public Affairs Committee will discuss and identify the priorities for 2002.

Ms. Berner Harris stated that KAN-ED would be an issue for the upcoming session. She explained that KAN-ED is a project to bring Internet access in technology into the most remote rural areas of the state so that every part of the state can be connected with high-speed data connectivity. State grants-in-aid will also be a priority. Mr. Brown asked other members of the Board for any ideas they wish to be included.

The date for the annual Kansas Library Association Legislative Day in Topeka in February has yet to be announced.

### **Director of Libraries Report**

Ms. Berner Harris showed a long list printed by Cindy Bailey, General Reference section head, that was the waiting list for public access computers in the General Reference section from yesterday, Monday, December 17. The reason the list is so long is that we have patrons that spend 8 or 9 hours a day on our workstations. When we present a proposal with policies before the Operations Committee next month, you will see a policy about limiting the number of times a day patrons can be on the workstations.

The remaining items, except for one, from the Driscoll Piracy collection were sold by Christie's East last week at an auction netting us \$3,400. The money will be deposited in the WPL Foundation's Endowment account.

John Ellert, Coordinator of Support Services, has been working on e-rate applications to qualify for year five (July 1, 2002 to June 30, 2003). This is an important set of applications, as we will be qualifying for discounts at a 72% rate, a significant impact on

our budget for that year. Ms. Berner Harris is projecting applications for \$50,000 in discounts.

The Friends of the Library has received a \$5,000 check from the estate of Margaret Dietrich. The money is intended for use towards the NEH challenge grant.

For fundraising for the interior of the north branch, Carol Nazar, Wichita Public Library Foundation Executive Director, has raised \$76,500 for furniture and equipment. Approval was given from Koch and Cessna representatives for directing their pledges for the original Cisco Academy, a project that did not work out, to the North branch fundraising instead. The Levand trust, which has been very good to us and benefits the branch libraries in Sedgwick County, has committed \$50,000 to be used however we see fit for the interior of the North Branch. We have also received a commitment of \$6,000 from Marti Connelly on behalf of the Lattner Foundation to be used for furniture and equipment needs for the children's area at the North Branch. Cathy Landwehr suggested asking the neighborhood associations if they could help in funding.

In discussion with David Broomfield, the executor of the Levand Trust, he appears interested in underwriting the costs for all the summer reading programs in all of Sedgwick County's public libraries. Ms. Berner Harris will meet in early January with the Director and Children's Librarian of Derby's public library to start a pilot project. Hopefully, the Levand funding would start in 2003. The Levand trust is a 100-year trust.

There will be a technology staff change in January. Bill Brown, our current Systems Analyst, is being promoted to be the supervisor of the help desk operation of the entire City data system. Randy Harrison will be the new Systems Analyst, transferring from the Finance Department. He has an excellent computer background.

Ed Koon asked if patrons could be notified that public access computers are available at the mini City Halls. He stated he was at a mini City Hall recently and the computers were not in use. There are four public access computers at each mini City Hall. Ms. Berner Harris stated that as our use policy is amended, staff will prepare a list for patrons as a guide to other sites offering computer use. The mini city Halls will be included.

### **Unfinished Business**

None.

### **New Business**

By general consent, the Board went into Executive Session at 1:05 p.m. to discuss a personnel matter.

The Library Board reconvened at 1:48 p.m. Ed Koon moved (Moore) that Cynthia Berner Harris, Director of Libraries, be recommended for a raise in salary to \$75,898. **Motion carried unanimously.**

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**Announcements**

None.

**Adjournment**

Gillard Cohen moved (Ogle) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:48 p.m.

**The next regularly scheduled meeting will be January 15, 2002.**

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries