

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
March 17, 2009

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, March 17, 2009 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, and Mr. Randy Yeisley. Absent: Ms. Melissa Alley, Ms. Jane Eshelman, and Ms. Marge Zakoura-Vaughan.

Staff Present: Jennifer Allen, Administrative Aide II, Seif Al-Shaer, Administrative Assistant; Cindy Bailey, General Reference Section Manager; Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Jennifer Heinicke, Special Projects Librarian; Katie Menon, General Reference Librarian; Jaime Prothro, Customer Service Manager; Mora Singh, General Reference Librarian; Robert Tucker, General Reference Library Assistant I; and Larry Vos, Reference Services Manager.

30 Year Service Awards

Jennifer Martin and Cynthia Berner Harris presented Seif Al-Shaer and Mora Singh with awards for their 30 years of service.

Seif Al-Shaer, Cindy Bailey, Katie Menon, Mora Singh, and Robert Tucker left.

Staff Presentation

Jennifer Heinicke, Special Projects Librarian, gave the staff presentation on the public computing use survey results. Ms. Heinicke explained that a survey was done to gain general information about how customers are making use of this service. 3,160 responses were compiled from 1,397 surveys collected February 23 – March 9 at all locations and service desks where internet access is available. The surveys asked customers about their intended use for each session. More than one answer could be given. 57.8% of those who participated in the survey indicated that they planned to use the computers for e-mail and social networking. Of special significance was the fact that 48.8% of the respondents were using the computers for job and business information with 10.5% using them to apply for unemployment benefits. 48% of the customers were using computers for personal research, 34.9% for recreation (shopping and games), 16.8% for homework, and 18.8% for other reasons such as banking, bill paying, obtaining tax forms, filing tax returns, printing or obtaining applications for student loans. These results show that the Library's computers fulfill an important need within our community.

Randy Brown asked if this information would be sent to *The Wichita Eagle* as a news release. Ms. Heinicke said this could be done. Many board members agreed it would make a good story, especially if staff could find a library customer willing to be interviewed for the story.

Cathy Landwehr asked if this survey was something the Library planned on doing every year or if it was a one-time thing. Ms. Heinicke answered that it could be done every year if that is what the Board recommends.

Nancy Ogle, President, called the meeting to order at 12:20 p.m., a quorum being present.

Introductions

None

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on February 17, 2009 were presented. Evelyn Neier pointed out that on page 6 under Genealogy Society it should read that it was a board meeting and not a general meeting. Susan Estes moved (Engelmann) to approve the minutes as amended. **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 February 2009 as presented on the agenda: General Fund Operating Bills in the amount of \$513,988.12; Grant Fund Bills of \$44,944.90; and Gift & Memorial Fund Bills of \$617.31 for a total of \$559,550.33. **Motion carried unanimously.**

The Library's 2008 State Aid grant has an unexpended balance of \$22,765.55 due primarily to savings in personal services and reimbursement of e-rate subsidies. Staff proposes realigning the remaining balance to be used for purchase of library materials and office supplies. Mr. Engelmann made a committee motion to realign the budget as recommended by staff. **Motion carried unanimously.**

The Library's 2008 South Central Kansas Library System grant has an unexpended balance of \$26,965.29 due to savings in travel, printing and equipment purchases. Staff proposes realigning the remaining balance to be used for materials purchases. Mr. Engelmann made a committee motion to realign the budget as recommended by staff. **Motion carried unanimously.**

Operations Committee Report

Randy Yeisley gave the Operations Committee Report. Mr. Yeisley went over several proposed new policies and policy revisions which were reviewed in the recent committee meeting.

CIR-003 is a new policy on creating account associations. This is a new feature available in the Polaris system. It provides convenience by creating an association between accounts so that library users may claim holds or recheck items for other family members or friends. Both account holders would need to complete and sign a form linking their accounts. The association could be dissolved at any point in time. Mr. Yeisley made a committee motion to adopt this new policy as proposed by staff. **Motion carried unanimously.**

CIR-007.1 and CIR-011.1 are revisions to existing fee schedules to reflect the addition of the Playaway material format. Collection Development Administrator Mary K Bird-Guilliams presented an example of a Playaway for board members to see. CIR-007.1 outlines loan and fee parameters while 011.1 establishes charges for missing or damaged parts to a Playaway item. Mr. Yeisley made a committee motion to adopt both revisions as proposed by staff. **Motion carried unanimously.**

CUS-007 is a new policy concerning service to the deaf, Deaf and Hard of Hearing. The policy has been developed at the recommendation of the Law Department as part of the City's fulfillment of its ADA transition plan. A policy of the Wichita Police Department was used as the guide. Mr. Yeisley made a committee motion to adopt this new policy as proposed by staff. **Motion carried unanimously.**

REF-009.2 is an addendum to the current meeting room policy to include the new videoconferencing policy and fees. This relates to the discussion of videoconferencing services from the last board meeting. Library Director Berner Harris reported that as directed at the last meeting, staff checked on charges for videoconferencing by other organizations. The proposed fee schedule will be less expensive for short rentals and more expensive for sessions of four hours or more. She also noted that proposed fees are in line with those being charged by other public libraries that are part of the Enhanced Library Meeting Room (ELMeR) service. Mr. Yeisley made a committee motion to adopt this addendum as proposed by staff. **Motion carried unanimously.**

Mr. Yeisley reported that the City's official observance of Independence Day will be Friday, July 3. He then made a committee motion to allow the Wichita Public Library to close on July 4-5 as non-paid days off for all library staff and to close to the public on October 12 for in-service training. **Motion carried unanimously.**

Planning & Facilities Committee Report

Evelyn Neier gave the Planning & Facilities Committee Report.

Staff has been told that work to replace the Linwood roof is scheduled to start March 30.

A request to replace carpet in the Central Library Technology Training Center and under the other public computers and the library catalog computers on the first floor has been approved. The carpet in these locations has stretched beyond repair from the sliding of the task chairs. Replacement carpet will be carpet squares that are easier to maintain and replace. Work will be scheduled in early mornings in order to minimize disruption of service.

A proposed contract for the Central Library building programming is being formatted by the Purchasing Department and will then have a final review by the Law department. Staff had hoped that it would have been returned as approved to form by now, but think that spring break vacations and staff illnesses are slowing the process. As soon as it is approved by Law and the vendor, it will be scheduled on the City Council agenda.

Public Affairs Committee Report

Randy Brown gave the Public Affairs Committee Report.

Vicki Tiaht has been selected as the recipient of the 2009 Library Advocate award of the Kansas Library Association for her work as chairperson of The Big Read Wichita 2008. Congressman and Mrs. Tiaht are expected to be present at the awards banquet at Century II on April 2.

The Library Director is on a team of City staff charged with monitoring federal stimulus funding. There are potential fits for the Library in a competitive grant program for public computing, expansion of the Older Americans Act funding to supplement staffing in institutions including libraries and allocations of general funds coming to states for distribution.

The Kansas Senate Ways & Means Committee was to have taken action yesterday on library budgets including the potential of a 21% cut to state grants-in-aid but this has been deferred to Omnibus.

Special Committee Reports

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

- Current membership is at 872.
- \$465 was made in internet sales by Kristian Strom.
- Planning is being done for the volunteer luncheon.

Library Foundation – Nancy Ogle stated that the Foundation has not met since the last Library Board meeting but the Foundation Director is hard at work writing grants. Director Berner Harris added that the City Cultural Arts Grant and a grant application to the Kansas Arts Commission have been submitted during the past month.

Wichita Genealogical Society – Barbara Baker stated that she did not attend the last board meeting but the Genealogical Society is planning a trip to the Independence Midwest Genealogy Library in Missouri on April 21. This is the largest public genealogy library in the United States with over 70,000 volumes. The next general meeting is Saturday at Alford.

Director of Libraries Report

- The KLA/MPLA Joint Conference schedule was included with the board packets. Ms. Berner Harris stated the Library will pay for registration if any board members are interested in attending.
- Jean Hatfield has been selected to receive the Library Personnel Award.
- Janet Fowler, the Library's primary contact with the Wichita Public Schools, has been selected to receive a Meritorious Service.
- Information for the next Statewide Training for Trustee Certification was included with the board packets. Ms. Berner Harris stated that if any board members are interested in attending, the Library will pay for registration.
- A revised copy of the statistics for January was distributed. It includes a new page 3 for in-house use.
- Corrected pages for the February statistics also were distributed.

Unfinished Business

None

New Business

The Library is in the process of revisions to make up for anticipated shortfalls in the 2009 City General Fund budget. The Library is required to deliver planned savings of \$235,000. Most of this will be possible by keeping empty positions vacant. The Director distributed and reviewed six scenarios to make up an additional .7% in shortfalls. She asked for the Board's endorsement or direction on these scenarios. Susan Estes moved (Landwehr) to endorse the six scenarios as recommended by staff. **Motion carried unanimously.**

General Fund budget planning for 2010 and 2011 is due to the Finance Department shortly. Work on the 2010 General Fund budget is complicated by cuts in state funding. The Library currently has \$325,000 worth of salaries carried in state grants. There will be reductions in state funds next year, but the amount of those cuts is still to be determined. There is an option in the budget submission to do an enhancement request. The Library Director recommends a submission for a multi-year plan to move these positions into the City General Fund. Board members expressed support for this recommendation.

Reduction scenarios also need to be included in the budget submission. The Library's budget analyst reports that the Library should submit reductions totaling 4.72% of the general fund budget or a \$376,260 shortfall. The Leadership Team has been working on scenarios. Library managers have been working on recommendations to achieve this level of budget reduction. Ms. Berner Harris discussed the scenarios and asked for board comments and direction.

Randy Yeisley left.

Board members asked staff for additional information concerning expenditures for supplies, ideas for generating additional revenue, evaluations of the actual cost of activities such as replacing a lost book in comparison to the fees assessed when an item is lost, etc. They also ask

for assessments on things like reduction of hours. Board members indicated that the Board as a whole should be involved in additional conversations on this topic. Ms. Berner Harris reported that staff will compile the data that was requested as well as a series of additional scenarios. It was agreed that a special meeting would be held on March 31 to continue this discussion.

Announcements

None

The meeting was adjourned at 1:35 p.m.

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

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries