

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
August 16, 2005

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 16, 2005 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Tom Engelmann, Ms. Susan Estes, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown and Ms. Jane Eshelman.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Ginny Ray, Customer Service Administrator; Larry Vos, Reference Services Administrator; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Also in attendance: Matt Goolsby, former Board Member.

During lunch, Jennifer Heinicke, Special Projects Librarian, and Tracie Partridge, Children's Room Section Manager, spoke of upcoming fall programs. Jennifer cited one of the library goals was increased marketing. In that respect, several promotional strategies have happened. Copies of 'Wichita Family' were distributed with an insert of the City of Wichita's "Live, Learn, Play! Wichita Fall 2005" advertising City events and services. This includes WPL in its listings. Jennifer showed a PSA on behalf of the library that is forthcoming on Channel 7. Rex Cornelius, Electronic Resources Manager, assisted. Also distributed were brochures showcasing adult fall programs, Hispanic Heritage celebration, and the fall class schedule for the Technology Training Center. Tracie spoke of the very successful summer reading club and teens read programs. Now, the Children's Room and branches are turning to fall program activities. Special events for teens include Teens Read week in which the theme is "Get Real," highlighting factual information. Besides the usual children's toddle time, puppet shows, nursery rhyme time, and family fun night, special events include a trivia contest for 1st – 6th graders (where children answer questions on children's literature), a visit from 'Froggy' (activities related to Jonathan London's character), and Wonka's wonderful chocolate party. A busy fall is expected. The Board thanked Jennifer and Tracie for their presentations.

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

Minutes of the regular meeting held on July 19, 2005 were presented. Barbara Baker moved (Zakoura-Vaughan) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman moved that the Finance report for July be approved as presented on the agenda: Operating Fund Bills in the amount of \$637,123.36; 2005 Grant Fund Bills of \$23,209.48; Prior Year Grant Fund Bills of \$3,343.86; and Memorial & Gift Fund Bills of \$6,890.03 for a total of \$670,566.73 for the month of July 2005, as well as the Financial Report for July 2005. **Motion carried unanimously.**

The budget approved by the City Council on August 9 allows for the Horizon migration, a new delivery van, two additional part-time employees at Westlink and a five percent increase in the materials budget for both 2006 and 2007. The Capital Improvement Program has designated money for help with replacement of some public seating at Central.

As part of the Horizon migration, the Finance Committee reviewed a staff request to waive fees from library customer accounts with balances of less than \$10 and expiration dates prior to January 1, 2000. This consists of 15,693 accounts with a balance of \$65,370.11 in outstanding fees. Waiving the fees will allow these long-expired accounts to be deleted from the patron database. The deletions are recommended as part of the database cleanup projects required to facilitate a successful migration and as preparation for implementing the small balance collection program planned for 2006. Mr. Layman moved, on behalf of the Finance Committee, to authorize staff to waive fees from library customer accounts with outstanding balances of less than \$10 and expiration dates prior to January 1, 2000. **Motion carried unanimously.**

The Bill and Melinda Gates Foundation has invited urban public libraries that were recipients of accelerated grants for public access computing in 1999-2000 to apply for a new grant to fund upgrading of the public access computer workstations purchased in the initial grant. Any fund received would need to be expended between 2006 and 2008. Mr. Layman moved, on behalf of the Finance Committee, to authorize staff to proceed with development of a grant application to the Bill and Melinda Gates Foundation for upgrading of all eligible public access computer workstations between 2006 and 2008, to obtain the necessary signatures on the grant application and to submit to the City Council for approval prior to the September 23, 2005 grant submission deadline. **Motion carried unanimously.**

In order to complete the SCKLS (South Central Kansas Library System) 2003 grant, staff would like to transfer remaining small fund lines to the allocation of library materials. Mr. Layman moved, on behalf of the Finance Committee, to approve revision of the 2003 South Central Kansas Library System grant to allow the project to be completed and closed through the purchase of library materials. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

- The Committee reviewed the Memorandum of Agreement for the Planeview Community Library. The draft was included in the Board packet mailing. Basically, there are two revisions: 1) The agreement renewal date has been changed from July

1 to October 1, so that it does not conflict with the budget process for both USD259 and the City; and 2) In the past the agreement has called for a wish list for library materials to be posted on the web pages of the library and the Colvin school. As this had never been done, it was eliminated from the agreement. Ms. Ogle moved, on behalf of the Committee, to endorse the proposed revisions to the operating agreement for the Planeview Community Library and to direct staff to forward the agreement to the City Council for approval. **Motion carried unanimously.**

- A customer banned from the library several years ago for attempted theft of an item has requested reinstatement of privileges. His request followed the requirements outlined in our policy for reinstatement. After reviewing the circumstances that led to the banning, the Director revoked the banning and reinstated the customer's privileges contingent upon his adherence to library policies and the customer code of conduct.

Planning & Facilities Committee Report

Donna Aldrich gave the Planning & Facilities Committee report.

- Strategic Planning Process -- The Research Partnership has begun crafting questions for the citizen focus groups and survey. They are also working on the list of stakeholder groups identified to give us the broad base of feedback we are hoping to obtain.
- Century II Study – Members of the Planning & Facilities Committee and the Director met with representatives from HVS, the firm doing the Century II expansion study. Because expansion will impact the Central Library, the firm was asked to obtain feedback about different expansion scenarios under consideration. All of the options presented are likely to impact the Central Library access and parking.
- Capital Improvement Program (CIP) – ADA improvements to parking lots at Rockwell and Westlink have been completed with funding from the 2005 CIP. Included in this year's CIP budget is money that would allow replacement of much of the public seating at Central. The majority of table chairs and lounge seating was purchased when the library opened in 1966. As far as we can tell, it has been reupholstered only once. We have asked Public Works to consider employing an interior design expert to help specify and select furniture that meets our requirements, i.e. durable, easily cleaned, comfortable, functional and aesthetically appealing.
- Linwood A/C – The air conditioning units at the Linwood branch malfunctioned for several days during the past month. Even after cooling was restored to other areas of the recreation center, the library space remained hot and stuffy. Two compressors were replaced during the first week of August. Since those changes, the temperature and air circulation within the library has improved significantly.
- Fall Retreat – The Public Library Section of the Kansas Library Association and the Kansas Library Trustee Association will co-sponsor a fall conference in Wichita on September 29-30. The conference theme includes a combination of sessions relating to library facility design, security, customer service, and marketing. The Alford branch will host the Thursday evening program session. The program flyer was

included in Board packets. The Library will be pleased to register any interested Board members.

- Field Trip – Once new committee assignments are in place, the Director will coordinate calendars with the Planning & Facilities Committee to schedule a day trip to the Topeka-Shawnee County Public Library, and possibly the Central branch of the Johnson County Library System

Public Affairs Committee Report

In the absence of Randy Brown, Ms. Berner Harris gave the Public Affairs Committee Report.

Last week, the Director met with Ellen Miller, past President of the Kansas Library Trustee Association, and Byron Warta, a trustee from the Newton Public Library representing south central Kansas on the KLTA Board. They were visiting to collect information on the training needs of library trustees and looking for money to help sustain the organization. They are interested in the issue of advocacy, and would like to investigate the connection between WPL Board members and members of the City Council. This is a relationship unique in Kansas. They have asked us to write the lead article on the January 2006 “Trustee Talk” newsletter, with the subject being some of the ways WPL Board members keep in touch with their appointing Council members.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, imparted the following news from the August 11 meeting:

- July was a good month in sales for the bookstore despite some volunteers not showing up for duty. The need for more volunteers was discussed, especially in the area of sorting.
- Upcoming dates noted:
 - August 21 – Wranglers 4:00 p.m. game for the summer reading club participants and Board members;
 - August 26 – Nancy Kassebaum Baker presentation as part of the 19th amendment activities of which the Friends are a sponsor;
 - August 31 – Senior Wednesday at the Library with speaker Charlie Whitworth;
 - October 18 – Eleanor Clift (19th amendment series) program.
- Two ‘Good Samaritan’ requests were granted.
- Membership consists of 459 members.
- The Board looked at various pocket calendars and selected one to be ordered for gifts to library staff, volunteers and for selling in the bookstore.

Director of Libraries Report

What a great past month we have had! The numbers speak for themselves in the successful summer reading and teens read programs.

All applications for universal service (e-rate) subsidy discounts for which the Library submitted requests for the 2005-2006 funding year have been approved. This will result in approximately \$40,000 of rebates to offset telecommunications and Internet expenses. We have also been notified from Kan-Ed that we will receive an additional \$3,000 to subsidize Internet fees.

Thanks to Congressman Tiahart, we are in receipt of a donation of three boxes of items from the Library of Congress surplus book program. This is the result of a joint grant application of the Library and the School District for additional materials for the Planeview Community Library.

The trustee from the Levand Trust has notified us of the need to disburse \$130,000 to the beneficiary libraries before December 31, 2005. It appears that libraries will be asked to submit grant requests that the trustee will review and prioritize for funding. The Library will emphasize continued development of the materials collection in its grant submission.

The staff is looking forward to an opportunity presented by Tim Moore where the Library might be able to work with the District Court by helping with book discussion projects for offenders. Judge Rebecca Pilshaw had visited with Mr. Moore on this possibility using the “Changing Lives Through Literature” model implemented in other communities.

Ms. Berner Harris reported that the book “Collaborative Leadership” has been added to the collection in honor of Matt Goolsby with appreciation of his two-year term on the Library Board. His term expired June 30. Council Member Gray has appointed a replacement, Mr. Rodger Woods, who is serving in the military in Iraq with an expected return to Wichita this November. The position will remain vacant until Mr. Woods’ availability to complete an oath of office and attend the meetings.

Unfinished Business

None.

New Business

Helen Parli spoke as Chair of the Nominating Committee consisting of herself, Donna Aldrich and Cathy Landwehr. Ms. Parli offered the following slate of officers for 2005-2006.

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|--------------------------------|----------------|
| President | Tim Moore |
| 1 st Vice President | Gerald Layman |
| 2 nd Vice President | Nancy Ogle |
| Secretary | Susan Estes |
| Treasurer | Cathy Landwehr |

As there were no other nominations from the floor, Cathy Landwehr moved (Aldrich) that the slate of nominations from the Nominating Committee be approved as submitted. **Motion carried unanimously.**

Committee assignment preferences for 2005-2006 were collected. President Moore will make appointments in the near future so that new committees can be in place prior to the September 20 Board meeting.

Announcements

None.

Adjournment

Nancy Ogle moved (Aldrich) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:59 p.m.

The next regularly scheduled meeting will be September 20, 2005.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries