

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 20, 2005

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, September 20, 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. Helen Parli and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown, Ms. Jane Eshelman and Ms. Nancy Ogle

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; John Ellert, Support Services Administrator; Julie Linneman, Programming/Outreach 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: Myrna Hudson, League of Women Voters.

During lunch, Julie Linneman and Mary K. Bird-Guilliams spoke about a new book discussion project. The program is an opportunity for intervention in the lives of young offenders. Judge Rebecca Pilshaw identifies youth that might benefit as they come through her court, Mary K. gathers the chosen materials and Julie directs the program. The offenders must attend 'The Book Club' as a condition of their probation. The first one is tomorrow evening and is to meet for four consecutive weeks. Tim Moore, Judge Pilshaw, Ms. Berner Harris, Ms. Linneman, Joyce Suellentrop (former professor and Friends Board of Governors member) as discussion leader, and Mark McCormick from *The Wichita Eagle* will participate in the program.

Tim Moore, President, called the meeting to order at 12:24 p.m., a quorum being present.

Minutes of the regular meeting held on August 16, 2005 were presented. Evelyn Neier noted that on page 3, under 'Planning & Facilities Committee Report,' her name should be in place of Donna Aldrich as giving the report. Marge Zakoura-Vaughan moved (Aldrich) that the minutes be approved as amended. **Motion carried unanimously.**

Tim Moore stated that Committee assignments were completed. They are listed under 'Unfinished Business.' Committees are to meet and bring any issues to him for Board discussion if necessary. Members were reminded that committee chairs speak for the committees while the President is the spokesperson for the Board.

Finance Committee Report

Gerald Layman moved that the Finance report for August be approved as presented on the agenda: Operating Fund Bills in the amount of \$493,608.92; 2005 Grant Fund Bills of \$32,550.41; Prior Year Grant Fund Bills of \$4,067.98; and Memorial & Gift Fund Bills of

\$3,145.53 for a total of \$533,372.84 for the month of August 2005, as well as the Financial Report for August 2005. **Motion carried unanimously.**

The Talking Books contract for the fiscal year October 1, 2005 through September 30, 2006 needs approval by the Board with a recommendation to the City Council for approval. The proposed budget is \$114,737. The following are changes to the current year's contract:

- Eliminates need to subsidize revenue from another funding source.
- Increases the part-time Library Assistant I position from 65% to 82% while maintaining the two other part-time Clerk I positions at 65%.
- Incorporates into this budget costs related to telephone service, previously provided in-kind through the general fund budget.
- Incorporates into this budget photocopy expenses previously provided in-kind through the general fund budget.

On behalf of the Finance Committee, Mr. Layman moved that the Talking Books budget and contract be approved and forwarded to the City Council for approval. **Motion carried unanimously.**

The Finance Committee reviewed a letter from Bank of America, Trustee for the Celia and Leonard Levand Public Library Trust that benefits public libraries in Sedgwick County. "Because this trust is considered a charitable private foundation, it is required to distribute 5% of the fair market value of its assets each year to charities, following the terms of the trust instrument. After reviewing the tax returns for the last few years, we have determined that the previous trustee has under-distributed funds from the trust and we feel that we need to do a one-time distribution in order to be in compliance with the regulations governing private foundations." Their tax group determined they should distribute an additional \$130,000 before year's end. Each participating library has been invited to submit requests for funds by October 15. The Director of Libraries advised that staff recommends that WPL's request be as follows:

- Books in Spoken Format -- \$31,176
- DVD (videodiscs) -- \$29,557
- Classic and Series Fiction -- \$29,250
- Expansion of Large Print Collections -- \$17,550
- Rebinding of Out of Print Titles -- \$11,250
- Motor Manual Collection Development -- \$10,500

The Finance Committee endorsed the project ideas presented by staff and authorized the Director of Libraries and Library Board President to submit the application letter. This was made as a motion of the Committee. **Motion carried unanimously.**

All City departments have been asked to submit proposals for reductions reflecting one percent of their 2006 adopted budgets. This translates to approximately \$70,000 for the library. After reviewing possible options, staff recommends that the department submit a reduction scenario decreasing the materials budget. The reductions would be implemented as follows: \$64,525 in acquisitions; \$2,834 in contractual cataloging fees and \$2,501 in library supplies. Tim Moore encouraged members to contact their Council member urging not to make this budget reduction. As Mr. Moore cited, there are no good options, yet we have to come up with something. The above is the best scenario in lieu of finding a brand

new ongoing revenue source. While disliking the possibility of reducing the materials budget, items could be requested through grants and other private funding sources. Mr. Moore stated the Finance Committee motion is to endorse the staff recommendation for the budget reduction scenario submission. **Motion carried unanimously.**

The Kansas Library Trustee Association has requested that we consider funding assistance for continuing education of statewide trustees through a commitment of \$2,000 a year for the next three years. This amount is not in our operating budget; however, the Finance Committee recognizes the need for funds to provide training to trustees, and recommends forwarding the request to the Friends of the Library for their consideration. This was stated as a motion of the Finance Committee. **Motion carried unanimously.**

Operations Committee Report

In Chair Nancy Ogle's absence, Committee Member Cathy Landwehr gave the Operations Committee report.

Several months ago, the Board discussed signage at building entrances that would summarize the code of conduct. The response from the company working on the project has not been satisfactory and therefore Jennifer Heinicke, Special Projects Librarian, is pursuing this project with another sign company.

This past spring, a question was raised about whether patrons could expect to have materials from display cases removed so that they could be checked out. Our CSI (Customer Service Improvement) Team investigated the issue. Although the primary purpose of displays is to promote our materials collection, specific items are selected for display inside secured cases because they are determined to be integral to the display itself. For that reason, staff proposes the following addition to our policy manual:

REF-006 Library Displays and Exhibits

All exhibits and displays will be Library sponsored or co-sponsored. Exhibits and displays developed by staff will highlight Library programs, and/or special materials purchased with grant or endowment funds.

Display or exhibition of materials does not indicate the Library's endorsement of the issues or events promoted by those materials.

While on display, materials in locked cases are unavailable for checkout. Rare exceptions may be granted at the discretion of the section or branch manager.

This text is currently under review in the Law Department. Ms. Landwehr moved, on behalf of the Operations Committee, to approve the above policy relating to exhibits and displays subject to a positive review by the Law Department. **Motion carried unanimously.**

Planning & Facilities Committee Report

Barbara Baker gave the Planning & Facilities Committee report.

- The master planning process continues to progress. The Director met last week with Bob Ross and Esther Headley from the Research Partnership. An agreement was reached on the definition of a 'user' for the purpose of creating their focus groups. A 'user' will be defined as someone who has recently been in one of our libraries, recently made use of a library service (telephone reference, directory questions, mail/e-mail research, website or remote databases, outreach service, etc.) or someone who has an active library account. Tim Moore explained that the purpose of the master planner was to collect hard data on library service issues collected from the focus groups. Ultimate recommendations on what we can do to improve library services will be received in the next couple months.
- Branch libraries changed cleaning contractors effective September 1. The former vendor did not re-bid for the work. The new vendor, Kleenco, held this contract a few years ago. Our experience then was positive so we anticipate no problems. We await a similar change at Central as we have been notified of a plan to move the Public Works cleaning crew and replace them with a contract as early as October 1.
- Recent repair to mortar at Rockwell resulted in complaints when a white compound was used over the dark gray mortar. Public Works is working on remediation.
- Recent large/all-day events at Century II raised the number of Central Library complaints. The most recent was a postal exam, and today a career expo. The result was a service disruption and many unhappy customers.
- Yesterday the LIC (Librarian in Charge) had to call Public Works for Alford and Evergreen. At Alford, a woman flushed her keys down the toilet. Efforts to extract them were unsuccessful. Public Works was issued a work order to put the toilet back together. At Evergreen, a noxious smell was coming from the vent above the reference terminals about 15 minutes before closing. Public Works staff met with the LIC and the Evergreen Branch Manager after closing. The odor likely resulted from a stink bomb. A similar incident happened at Central a few weeks ago.

Public Affairs Committee Report

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

The Kansas Library Association/Public Library Trustee Section will meet in Wichita September 29-30. One of the sessions will be at Alford. Any Board member interested in attending, please contact Ms. Berner Harris.

Ms. Berner Harris has been reappointed to the Kansas Library Association Governmental Affairs Committee that will meet September 22 to begin work on the 2006 legislative agenda. She will bring back any information on possible platform issues to the October Board meeting.

Staff met with all the District Advisory Boards to share information about fall programs and to solicit ideas for additional ways to promote these events. The effort was useful with new ideas obtained and much support for the Library's programming initiatives received.

The Library's efforts to assist with the development of community services for Hurricane Katrina evacuees also received positive comment from several elected officials. It was interesting, and a bit unexpected, to find library services among the first needs being addressed for the expected guests. The Director is very proud of the staff that dealt with this scenario.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, imparted the following news from the September 8 meeting:

- Sheryl Torres, Volunteer Coordinator, talked about the need for scheduling volunteers and sorters.
- Larry Romine, Treasurer, read a letter from Kristian Strom, the group's contractor for online book sales.
- The Director reported on plans for Kansas Reads to Preschoolers Week. The Friends voted funding support for library activities related to this one-book reading project.
- The Friends voted to provide funds to assist with a book exchange between the Orleans, France library and the Wichita Public Library.
- Two 'Good Samaritan' requests were granted.
- Membership consists of 476 members (428 Gold Card and 48 regular).
- Jennifer Heinicke, Special Projects Librarian, distributed the 2005 Friends newsletter "Among Friends," where patrons who receive the newsletter may check their membership status on the mailing label.

Director of Libraries Report

Cynthia Berner Harris displayed a Certificate of Appreciation from the Department of Health and Human Services for our help during Secretary Leavitt's recent visit and open forum.

Books received from the Orleans, France library were on display in the Board Room. We received twelve books on Orleans that will be gratefully added to our collection.

The staff in-service day occurs Monday, October 10 from 8:00 a.m. to 5:00 p.m. This date is the observed Columbus Day holiday. Any Board member wishing to attend may do so. We expect a very productive day.

We are working with Network Tool & Die, the Internet provider for Central and Alford, to change the agreement so that both buildings may participate in the KAN-ED network which is a high speed internet and also for research projects which accesses Internet2.

District Advisory Board IV is moving their meetings to the Alford Branch. Along with Rockwell, two of the six DABs utilize library facilities for their meetings.

There are many recent staff turnovers and shifting of personnel. One is Racine Zackula, Alford Branch Manager, who is transferring to the Westlink Branch. We will be recruiting for a new branch manager at Alford.

Cynthia Berner Harris noted that she may or may not be here at the October 18 Board meeting as that is the day that budget workshops begin with the City Council regarding the one-percent budget scenarios.

Unfinished Business

The following appointment of Board committee assignments were made by Tim Moore, President:

FINANCE COMMITTEE

Gerald Layman – Chair
Susan Estes
Tim Moore

PLANNING & FACILITIES COMMITTEE

Barbara Baker – Chair
Donna Aldrich
Tom Engelmann
Evelyn Neier

OPERATIONS COMMITTEE

Nancy Ogle – Chair
Cathy Landwehr
Marge Zakoura-Vaughan

PUBLIC AFFAIRS COMMITTEE

Randy Brown – Chair
Jane Eshelman
Rodger Woods

Foundation Representative – to be named
Friends of the Library Representative – Helen Parli

New Business

None.

Announcements

None.

Adjournment

Susan Estes moved (Baker) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:09 p.m.

The next regularly scheduled meeting will be October 18, 2005.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries