

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
August 18, 2009

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 18, 2009 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Marcia Newton, Mr. Jon Roe, Ms. Kerin Smith, Ms. Nancy Ogle, Mr. Steve Roberts, Mr. Randy Yeisley and Ms. Marge Zakoura-Vaughan. Absent: Ms. Jane Eshelman

Staff Present: Jennifer Allen, Administrative Aide II; Leah Barnhard, WPL Foundation Executive Director; Cynthia Berner Harris, Director of Libraries; Mary Kay Bird-Guilliams, Collection Development Manager; Rex Cornelius, Interim Digital Services Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Manager; Tammy Penland, Support Services Manager; Jaime Prothro, Customer Service Manager; Larry Vos, Reference Services Manager; and Ken Warner, General Reference Library Assistant V.

Ken Warner gave the staff presentation on the Polaris training videos made by staff.

Mr. Warner stated that the project started after attending a session called “Advocating Technology to Your Coworkers” at this year’s Kansas Library Association conference. Mr. Warner along with Jaime Prothro, Customer Service Manager; Rex Cornelius, Interim Digital Services Manager; and Ben Ropp, Art, Music, and Video Librarian, started using some of the technology already available to staff to create short training videos that can be played on any staff computer workstation in the Library. Mr. Cornelius showed a sample clip.

The videos can be found on the Library Portal and are played on the Microsoft Media Player. The Portal uses Microsoft SharePoint which has an evaluation tool and a page counter that will be used to evaluate the videos and gage use.

Ms. Prothro comes up with the concepts for the videos, Mr. Cornelius is the technical support, Mr. Warner is the producer, and Mr. Ropp is the director. Staff is relied on for the “talent.” On the video shown, Ofonime Ikpe, Circulation Manager, is the voice and Jaime Prothro does the keystrokes.

Plans are to make four more videos this year and six next year.

Nancy Ogle, President, called the meeting to order at 12:22 p.m., a quorum being present.

Introductions

Jon Roe and Kerin Smith were introduced and welcomed to the Board.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on July 20, 2009 were presented. Marge Zakoura-Vaughan moved (Engelmann) to approve the minutes as written. **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 July 2009 as presented on the agenda: General Fund Operating Bills in the amount of \$535,552.30; Grant Fund Bills of \$39,018.62; prior year Grant Fund Bills of \$9,199.02; and Gift & Memorial Fund Bills of \$414.97 for a total of \$584,184.91. **Motion carried unanimously.**

Preliminary Projections for 2009 General Fund end of year balances were distributed. Mr. Engelmann explained that this shows where the Library is with spending through the month of July as well as projecting spending for the remainder of the year.

Director Berner Harris added that the “planned savings” is something that the City requires of all departments. The assumption is that not every position is filled every day of the year due to turnover. New employees generally are hired at a lower pay level. Due to the combination of these, there is some savings accrued. The City recaptures this and gives each department an estimate of the amount of money to be saved due to this turnover. Because there has been little turnover this year, the Library is behind on their 2009 “planned savings” in the personal services budget lines. Additional underspending in other categories will be required in order to achieve this budget requirement.

Operations Committee Report

Randy Yeisley gave the Operations Committee Report.

The Library will be doing an upgrade to the latest version of the Polaris software on Wednesday, August 19, 2009. In preparation, the procedure manuals have been updated to include the functionality changes that will be effective at go-live of this new version.

The Library is approaching the first review/update period for the Continuity of Operations (COOP) plan and is researching pandemic policies that have been adopted by other libraries so that information about such a situation can be included in the plan.

Planning & Facilities Committee Report

Evelyn Neier gave the Planning & Facilities Committee report.

On August 13, 2009, the Library had a day of meetings with three members of the programming team. During the day, staff resolved many issues about functionality of different spaces, reviewed some options for adjacencies and placement of services within a new building

and made some decisions about some changes staff would like to pursue, most notably consolidating adult information collections into a single service instead of separating out the Art, Music, Business and Technology subject areas. The Library would continue to keep a separate genealogy section within the special collections area.

The City Council has received two email complaints from a citizen about evening lighting at the Central Library. This is a difficult situation because some of the lights in the overhead bays on the main level (the source of most of the complaints) are intended to stay on at all times. Seeking to be sensitive to the complaint, the maintenance staff has been checking the lighting timers that do exist and found that when these were installed by a performance contractor, much of the work appears to have been done incorrectly. Instead of placing the bay lights on timers, it was lights in offices that were found to be attached. In the short term, the maintenance crew has been coming over every night and turning off more lights at the fuse boxes and then returning to turn them back on each morning. At the same time, the Century II crews are reworking all the circuits to place as many bay lights as possible onto working timers.

Many Board members voiced safety concerns with completely blackening the building at night noting some of the overnight activity that occurs on the Library property. Susan Estes suggested that the Public Affairs Committee might want to look at what ordinances might help the Library with some of these concerns and to ensure that staff is safe coming and going from the building.

Public Affairs Committee Report

Melissa Alley gave the Public Affairs Committee report.

The City is starting work on its state legislative agenda for 2010. Departments have been asked to obtain information from their respective professional associations about anticipated legislative issues so that these may be considered for incorporation into the City's document. The Kansas Library Association has not yet begun work on an agenda, but the Library Director has sent this information to the Governmental Affairs Committee chair in hope of receiving some information from libraries that might be shared with the City Council.

Publicity surrounding The Big Read continues to be positive, including a nice piece in Sunday's book section of *the Wichita Eagle*.

Special Committee Reports

Friends of the Library – Jon Roe gave the following information:

- The bookstore brought in over \$5,000 last month.
- Preparation is being made for the book sale. There are approximately 60,000 books that will need to be moved.
- The bookstore will be closed right before the sale for a thorough cleaning.

Library Foundation – Marge Zakoura-Vaughan gave the following information:

- The ongoing concern of the Foundation Board is investments.

- The Foundation nominated the Library for the 2009 Cultural Arts award which the Library won.
- Two employees were awarded \$1,000 Beech Scholarships for the fall semester. Two members of the Foundation Board have added an additional \$500 to each scholarship for the spring semester.

Wichita Genealogical Society – Marcia Newton stated that WGS is planning another trip to Salt Lake City October 3-11.

Ms. Berner Harris added that nearly 40 people attended the quarterly meeting held on August 15. During the meeting, she presented an update on the Library's Master planning process, including a status report on the effort to create the building program document. She also highlighted a few of the expected features of the proposed new building that will have particular appeal to researchers. Sage Joyner talked about some projects the Society has done to benefit the Library and demonstrated features of the recently redesigned Society website.

Director of Libraries Report

Director of Libraries Cynthia Berner Harris reported on the following items:

- Ms. Berner Harris thanked the staff, noting that circulation continues at a significantly increased pace at the same time that the Library is downsizing its grant-funded staffing through attrition. She added that it was important for the Board to know that in spite of these changes, staff compliments continue to be regularly received with no increase in the number of complaints about the quality or helpfulness of the staff. One of the ways that the Library has managed workload is through reassigning staff members to new workgroups as vacancies have occurred. Ms. Berner Harris also expressed appreciation to the employees who have made these moves in order to maintain service delivery.
- A grant application to the Knight Foundation is nearing completion. The proposal requests funding to provide public wi-fi access in all library facilities, a portable laptop computer lab to allow for computer classes in branch libraries and more public access computers. Cox Communications has notified the Library that they plan on discontinuing their Project KIDS program. This will mean that the Library will need to find affordable service to replace this free access that is in use to support all public computing services in all locations except the Central Library and the Alford branch.
- Ms. Berner Harris distributed information about two upcoming classes that would allow board members to obtain State Library Trustee Certification. She stated that there are other ways to obtain this certification including taking a few minutes out of every Board meeting to work on it. She offered assistance to any Board member interested in this certification.
- Ms. Berner Harris reminded everyone that they needed to complete a committee sign-up form if they have not already done so in order to help the new President with committee assignments. Appointments will be made over the next several days with all effective prior to the September board meeting.

Unfinished Business

None

New Business

Memorandum of Agreement with Wichita Public Library Foundation -- President Ogle explained the copy of the Memorandum of Agreement with Wichita Public Library Foundation that was included in the Board packets, noting that the agreement was approved by the Foundation Board at its last meeting. Director Berner Harris added that the agreement has been created in order to help the Foundation comply with recent changes in the 990 tax form filing requirements and at the recommendation of the auditor. Marge Zakoura-Vaughan moved (Estes) to approve the Memorandum of Agreement and to allow the necessary signatures. **Motion carried unanimously.**

Election of Officers -- Mr. Engelmann stated that the Nominating Committee of Mr. Engelmann, Mr. Roberts, and Ms. Alley had prepared a slate of candidates for board officer positions for the 2009-2010 year. They are as follows: President – Susan Estes; First Vice-President – Tom Engelmann; Second Vice-President – Steve Roberts; Secretary – Melissa Alley; Treasurer – Marcia Newton; and Assistant Secretary-Treasurer: Cynthia Berner Harris. Ms. Ogle asked for other nominations or comments. Evelyn Neier moved (Aldrich) that the nominations cease and to cast a unanimous ballot for the slate. **Motion carried unanimously.**

As her first official act as Board President, Susan Estes announced that Cynthia Berner Harris has reached her 25th anniversary with the Library. She presented her with a certificate and a service award commemorating her 25 years with the City of Wichita and the Wichita Public Library.

Announcements

The meeting was adjourned at 1:06 p.m.

The next regularly scheduled meeting will be September 15, 2009.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries