

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

July 20, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, July 20, 2004 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Ed Koon, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Ms. Sarah Bagby, Mr. Randy Brown, Ms. Cathy Landwehr and Ms. Evelyn Neier.

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; Larry Vos, Coordinator of Reference Services; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Also in attendance: Ms. Janice Goudy, League of Women Voters.

Julie Linneman, Coordinator of Programming/Outreach, introduced Gwen Harris and Carol Roberts. Gwen is WPL's Young Adult Advisor who deals with middle and high school age youth. Carol is the Youth Outreach Librarian, specializing in pre-school and elementary age children. Gwen has been focusing energy on communicating with schools and agencies to see how the library can assist them in meeting the needs of youth. Through this networking, she has been asked to start replicating some of the library's teen programs for some of these agencies. An upcoming plan is to create a Teen Advisory Board to allow youth the opportunity to help recommend library programs, services and activities that will be of interest to teens. Carol Roberts represents the library on the Parents University Council to collaborate on programming and speakers. Other examples of her outreach work include participation in the YMCA's Healthy Kids Day and training for the Child Care Association in providing information on books and programming. She also handles bulk loans to Head Start centers, schools and home providers. The Board thanked Gwen and Carol. Mr. Layman stated the outreach is a great thing for the library and the children.

Tim Moore, President, called the meeting to order at 12:15 p.m., a quorum being present.

Minutes of the regular meeting held on June 15, 2004 were presented. Nancy Ogle moved (Aldrich) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Jerry Layman moved that the Finance report for June be approved as presented on the agenda: Operating Fund Bills in the amount of \$474,850.90; Grant Fund Bills of \$47,304.36; Prior Year Grant Fund Bills of \$24,442.92; and Memorial & Gift Fund Bills of \$776.05 for the month of June 2004, as well as the Financial Report for June 2004. **Motion carried unanimously.**

The Finance Committee discussed the library's budget set for City Council adoption in August. The feeling is upbeat for the library's recommended budget, as the fee increases approved by the Board should help to raise revenue. This, in turn, has helped the recommended library budget by protecting against the need to make cuts in the materials budget.

The Finance Committee is recommending replacement of the Dynix server. The maintenance cycle ends this October. The City IT/IS staff recommends that the purchase and hardware support be handled by the City instead of outsourced to Dynix. This process will save the Library several thousand dollars. IT/IS staff determined that the initial cost for the server replacement is \$21,000. The Library has already set aside \$15,000 through revisions to the 2004 State Aid and SCKLS budgets, but needs to find the remainder elsewhere. Therefore, Jerry Layman moved (Estes) to revise the 2003 SCKLS budget to delegate \$6,000 towards the Dynix server replacement. **Motion carried unanimously.**

After a year's occupancy by Head Start having office space in the Evergreen building, charges were reviewed. Numbers show that our estimates for their rental were over the actual costs. Therefore, approximately \$5,400 will be refunded to Head Start for the 2003 rental year.

Operations Committee Report

Nancy Ogle, Chair, had two items for discussion:

The "Disaster Preparedness and Consequence Management Plan" – This plan includes procedures for contingency and recovery activities. The draft plan was distributed to Board members and collected after the meeting. Ms. Ogle asked the Director to give an outline of the plan. Ms. Berner Harris stated that the City dictated the general outline of the plan, as WPL's portion will be included as part of the City's master plan. She also pointed out the areas of policy contained in the plan and asked for affirmation from the Board about those points, particularly the determination of mission critical services, the amount of time that might be required to restore service after a disaster, and the factors which might result in a suspension of service from a library facility. The plan notes staff involved in the library's disaster team. The plan also explains the manual procedures to be used if computer services are down. The object is to keep library services going unless a decision is made to close the library system in event of a disaster or circumstances beyond our control. Recovery procedures are outlined as well as how to handle water-damaged materials. Personnel contact information is listed. Severe weather, flooding, fire, bomb threats, and armed intruders are all addressed. The plan is based on a former plan that was needed in preparation for Y2K. Changes from that time are mainly as follows: updates of personnel; updating of facilities information to reflect the closing of Aley, Seneca, Marina Lakes and Minisa and the opening of Alford and Evergreen; and a change in the collection point for staff should the Central Library need to be evacuated. Board members were impressed with the concise yet detailed inclusion of all details needed for the plan. The Director asked the Board for approval of the "Disaster Preparedness and Consequence Management Plan." Ed Koon moved (Baker) to approve the "Disaster Preparedness and Consequence Management Plan" as drafted and submit to the City for inclusion in their master plan. **Motion carried unanimously.**

Memorandum of Agreement for delivery of library service from the Colvin School Library revised August 2004 – Copies of the memorandum of agreement were mailed in Board packets. Ms. Ogle pointed out the changes from last year's agreement. Changes include: removing references to the materials budget in the appendix; the word 'initial' removed in several places since this is a renewal agreement; monthly meetings changed to quarterly; and reference to removing the arrow pointing to the door that was locked as an entrance was removed since that was accomplished. Nancy Ogle moved (Aldrich) to approve the revisions to the Memorandum of Agreement for delivery of library service from the Colvin School Library and authorize staff to forward to the City Council for their approval.

Motion carried unanimously.

Planning & Facilities Committee Report

Ed Koon, Chair, gave the Planning & Facilities Committee report.

- Construction bids for enhancements at Evergreen have come in within budget. The low bidder is Caro Construction, the original contractor on the building remodeling.
- Repairs to the Central library landscaping as a result of the River Festival damage have been completed.
- Access to the Comotara branch is a concern because of Rock Road construction. Many customers have been vocal about the issue with Comotara staff. The Committee feels there will be irritation and inconvenience as with any road construction; however, it is too soon to tell if library usage will be impacted.
- The creation of a new smoking area at Central has been designated and approved by the Public Works department. The areas will be further away from the main entrances.
- Volunteer position descriptions have been created for people to work as gardeners to help with maintaining landscaping at branch libraries.
- One of the items anticipated to be on the consent agenda at next week's City Council meeting will be funding for ADA remediation in parking lots at Westlink and Rockwell.

Public Affairs Committee Report

In the absence of Randy Brown, Chair, Matt Goolsby gave the Public Affairs Committee Report.

Copies of newspaper articles that spotlighted the library recently were distributed. Ms. Berner Harris felt the article on the standards issue and library funding gave a fair perspective to a complicated issue. Differences in the governance structures make the comparisons across libraries difficult. We are making progress on expanding our collection size; however, compared to the growing population of the City, we are not showing that since the standards are population driven. She hopes that until the article appeared, that the quality of service delivered by library staff had prevented most customers from considering the disparity between our resource levels and the standards.

Airtime on KCTU Channel 5 on August 6 has been secured for an hour-long live show where library staff will talk about the upcoming “At the Controls” aviation exhibit, as well as other library programs, activities and services.

An invitation to the August 7 opening reception of the “At the Controls: The Smithsonian National Air and Space Museum Looks at Cockpits” exhibit was distributed.

The Kansas Library Association Legislative Committee has changed to monthly meetings so that a more aggressive advocacy campaign for the upcoming session can be in place. One of the key issues before the Committee is a task force proposal to amend Kansas library laws and governance. Included in Board packets was a registration sheet for a July 28 training session at the Spiritual Life Center where an information session on this issue will be given. The Director and Coordinators will be attending. Board members are invited to attend as well. The proposal would change statutes to allow local libraries of all sizes to reorganize as district libraries and to expand the boundaries of their service areas beyond city limits. Boards for these libraries would then be elected. The change to a district library would also be subject to approval by a vote of residents. There would be an opportunity to create an urban library system that would operate on the county boundary lines. The eleven system directors (seven regional library systems and four urban public libraries) in Kansas will be joined by representatives of other libraries to expand the membership of the task force that will continue to review this issue.

**Jane Eshelman departed the meeting at 1:10 p.m.*

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reviewed their July 8 meeting.

- June was another good month for sales in the bookstore.
- Sam Knecht was to check with Barbara Melzer about a list of books on WSU’s Internet site.
- Ms. Berner Harris distributed a list of volunteer positions with the library and opportunities to volunteer as speakers to represent the library.
- Invites were given for the “At the Controls” reception on August 7.
- The bookstore will start selling day calendars at a \$6 price, instead of the suggested \$8.95 retail price.
- Membership consists of 416 total members and 35 Gold Cards.
- The next meeting is August 12.

Director of Libraries Report

Ms. Berner Harris reminded Board members that the August 17 meeting agenda will include the annual election of officers, plus the library’s legal representative, Jay Hinkel, addressing issues of ADA compliance.

A travel summary report for library staff from January–June 2004 was included in Board packets, as well as the mid-year goals report. Ms. Berner Harris stated she would be available for any questions.

The State Librarian, Duane Johnson, is retiring July 31 after 22 years. This is an appointment by the Governor.

We have had an exciting development to benefit our collection size. When book club members refuse shipment of books, or the members have moved with no forwarding address, those books go to the Post Office and work their way to the United Way warehouse for distribution to charitable institutions, of which the WPL Foundation is one. This may be very advantageous as most the books are new and popular book club titles and will fill gaps in our collections. Several boxes of books were selected during the first visit to the warehouse.

On the media side, the State of Kansas was involved in a settlement in which there are now 51,000 music CDs that have been delivered to Emporia State University to be distributed to public libraries throughout the state. This will add to our collection size as well.

The Wichita Art Museum's long-time volunteer librarian is retiring. There may be opportunities to work cooperatively with the Art Museum to enter their approximately 9,000 books into our cataloging system. An advantage would be that we would have their holdings as a reference for patrons. Staff will continue to research the appropriateness of a partnership in this area.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Susan Estes moved (Ogle) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:20 p.m.

The next regularly scheduled meeting will be August 17, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries