

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
May 20, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, May 20, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Ms. Jane Eshelman, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, and Mr. Rodger Woods. Absent: Mr. Randy Brown, Mr. Tom Engelmann, Mrs. Susan Estes, and Ms. Marge Zakoura-Vaughan.

Staff Present: Cynthia Berner Harris, Director of Libraries; Jaime Prothro, Customer Service Manager; Jennifer Heinicke, Special Projects Librarian; Mary K. Bird-Guilliams, Collection Development Administrator; Julie Linneman, Programming/Outreach Manager; John Ellert, Digital Services Manager; Larry Vos, Reference Services Manager; Tammy Penland, Senior Management Analyst; Tracie Partridge, Children's Center Manager; Jennifer Martin, Social Events/Employee Recognition Team Leader; Jessica Farrow, Marketing Intern; Leah Barnhard, WPL Foundation Executive Director; and Jennifer Allen, Administrative Aide II.

### **Staff Presentation**

Tracie Partridge, Children's Center Manager, gave the staff presentation on the 2008 Summer Reading and Teens Read Programs. She stated that this has been a very successful program and is made possible by funding from the Levand Trust and the efforts of the Library staff. Last year 8,600 children participated in the Summer Reading Club of which 60% finished and almost 150,000 books were read. 1,550 participated in the Teen Read Program of which 47% came back at least once and read a total of 19,000 hours.

This year's Summer Reading Club is called "Catch the Reading Bug" and is for children aged birth-17 years. The children set a goal for how many books they think they can read over the summer and when they meet that goal, they come back and are given a prize package which includes novelty items and coupons from nine sponsors in the Wichita area.

This year's Teen's Read Program is called "Metamorphosis at Your Library" and is for those entering grades 6-12. The children keep track of the amount of time they read and for every three hours get to enter a weekly drawing. There are eight weekly drawings over the summer with 200 winners. Each person can only win once in the weekly drawings for novelty items and coupons from sponsors. All of the weekly entries are put into a grand prize drawing where one person will win a \$100 gift card, two will win a \$50 gift card, and ten will win a \$20 gift card. Both programs run June 1 – July 24.

The Library also offers free programs over the summer throughout the City for all ages. These programs are run by both staff and performers hired by the Library. Some of the performers include a yo-yo master, a magician, and several musicians.

This year the Library will again deliver summer reading programs through its outreach office to youth without easy access to library locations. Outreach librarians Anne Cravens and Gwen Harris will be coordinating with the City's Summer of Discovery and Summer Activity Camp

programs, the La Petite on Waco, the Opportunity Project, and the Boys and Girls Club to offer summer reading programs at these locations and will be doing special programs at some of them.

Jennifer Heinicke and Jessica Farrow have been working to promote both the Summer Reading and Teens Read programs. Along with information on the Library's website and posters throughout the City, there will be segments on KCTU and Radio Disney and with Radio Disney kick off parties at the Alford and Evergreen branches.

Rodger Woods, President, called the meeting to order at 12:06 p.m., a quorum being present.

### **Introductions**

Cynthia Berner Harris introduced Jessica Farrow, Marketing Intern, and Leah Barnhard, the new WPL Foundation Executive Director.

### **Public Comment**

None

### **Approval of Minutes of April 15, 2008**

Minutes of the regular meeting held on April 15, 2008 were presented. Nancy Ogle asked that the resolution on appointments to the WPL Foundation Board of Directors be included under the Operations Committee Report in the minutes. Steve Roberts moved (Neier) to approve the minutes as amended. **Motion carried unanimously.**

### **Finance Committee Report**

Rodger Woods gave the Finance Committee Report. Mr. Woods stated that since there was not a quorum for the Finance Committee meeting none of the following would be a committee motion.

Mr. Woods made a motion (Roberts) to approve the Finance report and bills for April 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$505,716.78; prior year Grant Fund Bills of \$1,104.56; 2008 Grant Fund Bills of \$36,206.12; and Gift & Memorial Fund Bills of \$12,595.14 for a total of \$555,562.26. **Motion carried unanimously.**

Mr. Woods moved (Neier) that the Library contracts with *infoUSA* for access to the ReferenceUSA database of business and directory information be renewed for the 2008-2009 year in the amount of \$23,760. **Motion carried unanimously.**

Ms. Berner Harris stated that the final 2007 charges to the State Grants in Aid fund have been completed leaving a remaining available balance of \$26,591.08. Mr. Woods moved (Roberts) to realign 95% of the balance into the materials budget and the remaining 5% in to the supply line to offset costs related to processing new materials as proposed by staff. **Motion carried unanimously.**

Ms. Berner Harris stated that the final 2007 charges to the South Central Kansas Library System Grant have been completed leaving a remaining available balance of \$16,004.48. Mr. Woods moved (Landwehr) to realign the remaining funds to provide payment for 2008 institutional dues to the Kansas Library Association and the Urban Libraries Council, funding volunteer background checks, increasing funding for office equipment and expending the remaining funds in the materials budget line as proposed by staff. **Motion carried unanimously.**

Ms. Berner Harris stated the Library and the Budget Office staff are nearing completion of 2008-2010 expenditures to be recommended to the City Manager and City Council. The Budget Office is requesting planned savings of 2% of the personnel services for each department for 2008. In 2009 and 2010, it is a mandatory 2% planned savings for each department. She went on to review areas where more money needs to be budgeted in future years and areas where savings might be possible.

Mr. Woods reported that the Finance Committee would be notified when the remaining budget items have been received and reviewed by Library staff. It is possible that a special meeting may be called to review staff recommendations prior to submission of a final proposal from the Library back to the Budget Office.

### **Operations Committee Report**

Nancy Ogle gave the Operations Committee report.

As the Library moves from Dynix to Polaris, staff is finding that some of the policies will need updating. One example is when a patron comes in to pay for a missing item - how long should staff wait before replacing that item? The Operations Committee will be receiving proposed updates from the staff as this work is completed.

### **Planning & Facilities Committee Report**

Donna Aldrich gave the Planning & Facilities Committee Report.

There were some maintenance issues for many Library locations during April:

- Telephone and City data communications were lost for a day and a half at the Comotara branch and intermittently for more than two days at the Maya Angelou Northeast branch.
- Public computer connectivity was lost for a day at Westlink due to the failure of a critical piece of network equipment.
- Spring rains brought attention to roof leaks at the Alford, Linwood and Westlink branches. The Linwood leaks were particularly problematic as water caused shorts in electrical circuits leaving a portion of the library and its workroom without power for almost half a day.
- Extra pest control services were required at the Rockwell branch which has struggled with an infestation of ants and swarming termites.

- One of the large windows on the west side of the Central Library has been broken for several weeks but was finally replaced.

On a brighter note:

- The Director met with the Aksamit family to review plans for the landscape improvements at Rockwell. (They are the family who donated the memorial sculpture). After frustrating delays, work replacing sidewalks was scheduled to begin May 19. Weather permitting, the work will take about a week. After that, the Library will coordinate with the Park Department to have the sculpture moved and attached to the pad and to work out final plans for the addition of trees and bushes.
- Separately from this memorial, the children and grandchildren of Martha Winter, a Rockwell employee who retired at 85 earlier this year, are donating a park bench to the branch in her honor. I believe this will ultimately be placed in the gated courtyard to give people a place to sit and read during nice weather.
- All signs point to an upcoming report from the City Council concerning the status of our recommendation for property acquisition for a new Central Library.

### **Public Affairs Committee Report**

Melissa Alley stated that no committee meeting had been held this month.

### **Special Committee Reports**

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

- 124 were present at the volunteer luncheon.
- The next book sale is scheduled for August 6-12.
- Membership for April was 721 (24 Platinum, 667 Gold, and 30 Individual).
- Membership for May is 727 (24 Platinum, 674 Gold, and 29 Individual).
- The next meeting is June 12.

*Wichita Genealogical Society* – Barbara Baker stated WGS postponed its meeting until May 31<sup>st</sup> due to many members going to Kansas City for the National Genealogical Society conference.

### **Director of Libraries Report**

Cynthia Berner Harris stated that samples of the Library’s Read posters were hanging on the Board Room wall. Jessica Farrow has been taking the pictures and doing a lot of the work on them and has won an award for her poster of the Mayor along with several other awards for other projects she has done for the Library during her internship.

Larry Hatteburg is doing a segment at KAKE called “Cost Cutters” with ideas for stretching personal budgets. The next segment will be on the value gained by using the public library!

The Director went to Topeka two weeks ago to sit on a Community Awards Grant Review Panel for the Kansas Arts Commission. This will make writing grant requests easier after seeing how applications of this type are read and evaluated.

A week from Friday, the Director, along with three other staff members, will be going to Salina to teach the Library Administration Training Class for the State Library of Kansas' Library Administrator Certification program.

**Unfinished Business**

None

**New Business**

Ms. Ogle stated that there has been a request from staff to name the decorative arts collection in memory of Kendall Durst, manager of the Central Library Art, Music & Video Section at the time of his death in 2007. He played a major part in recognizing the existence of the library's holdings in this area and in working to ensure that the items were inventoried, assessed and properly stored and maintained. Ms. Ogle moved (Roberts) to rename the collection the "Durst Decorative Arts Collection". **Motion carried unanimously.**

**Announcements**

None

**Adjournment**

The meeting was adjourned at 12:53 p.m.

The next regularly scheduled meeting will be June 17, 2008.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries