

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 16, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, September 16, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Tom Engelmann, Ms. Jane Eshelman, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown and Mrs. Susan Estes.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; John Ellert, Digital Services Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Jaime Prothro, Customer Service Manager; Programming/Outreach Manager; Larry Vos, Reference Services Manager; and Jennifer Allen, Administrative Aide II.

Staff Presentation

Jennifer Heinicke, Special Projects Librarian gave the staff presentation on The Big Read – Wichita.

The Big Read is part of a national initiative by the National Endowment for the Arts working with the Institute of Museum and Library Services and Arts Midwest designed to restore reading to the center of American culture. The program is a response to a survey that documents the decline of literary reading in the United States as well as the consequences of that decline.

The Big Read is a community-wide reading program where cities select one book from a master list and center programs and discussions around that title. Wichita's selection is Willa Cather's "My Antonia." This book was chosen because it works so well with our community because of the prairie themes and the fact that the author is from Nebraska. It also affords connections with a existing programs of many of The Big Read partners like the Wichita-Sedgwick County Historical Museum and the Old Cowtown Museum.

Nearly forty partners have committed to being part of The Big Read-Wichita. There are three keynote events of the program. A kick-off event on October 4th at the Wichita Art Museum will include book giveaways, a taste of Antonia's heritage, music, and dramatic readings from the book. The second event, "Willa Cather as Historian," will be held October 19th at the Library. The finale, "Antonia's Music: The Popular Tunes of Her Time," will be held November 15th at the Wichita-Sedgwick County Historical Museum. There will also be lots of book discussions and programs, including some for children and young adults, throughout the six weeks of the program series.

Five billboards advertising The Big Read – Wichita will be going up around town the week of September 29th. The *Wichita Eagle* is donating over 100 inches of ad space to help with the program's online presence. There will be public service announcements through KPTS, City7,

KCTU, Radio Disney, KMUW and KNSS. WSU's English Graduates Student Association will help with distribute posters and reader guides to sites throughout the City.

Nancy Ogle, President, called the meeting to order at 12:10 p.m., a quorum being present.

Ms. Ogle thanked Susan Estes for stepping in to take over for her at the last minute during the last meeting.

Introductions

The newest Board member, Randy Yeisley, was introduced.

Catherine Landwehr arrived.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on August 19, 2008 were presented. Catherine Landwehr moved (Roberts) to approve the minutes as written. **Motion carried unanimously.**

Finance Committee Report

Steve Roberts gave the Finance report. Mr. Roberts stated that since there was not a quorum for the Finance Committee meeting none of the following would be a committee motion.

Mr. Engelmann moved (Roberts) to approve the Finance Report as presented. **Motion carried unanimously.**

Mr. Engelmann moved (Roberts) to approve the Finance bills for August 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$483,838.98; prior year Grant Fund Bills of \$25,885.32; 2008 Grant Fund Bills of \$15,836.34; and Gift & Memorial Fund Bills of \$3,484.82 for a total of \$529,045.46. **Motion carried unanimously.**

Mr. Roberts stated that at the August meeting, the Board approved an annual subscription renewal from EBSCO in the amount of \$60,917.92. As the acquisitions staff was processing payment, they found errors on the subscription list. The corrections have been made, increasing the renewal cost for the majority of the Library's magazine renewals to \$61,135.91. Evelyn Neier moved (Baker) to approve the revised bill as presented. **Motion carried unanimously.**

Mr. Roberts reported that the State Library of Kansas has provided a contract for the Wichita Subregional Library for the Blind and Physically Handicapped (Talking Books Section) for a grant award of \$131,333. The contract reflects a small increase over the current grant award and now precludes administrative overhead fees to be paid to the City. A proposed budget for

the year beginning October 1st was included in the packets sent out to each Board member. Barbara Baker moved (Engelmann) to approve the budget as recommended by staff. **Motion carried unanimously.**

Operations Committee Report

Jane Eshelman gave the Operations Committee Report.

Ms. Eshelman reported that the Operations Committee is also dealing with the Talking Books Service contract. All packets should have included a memo from Ms. Eshelman along with the contract and an executive summary of the charges. As the Operations Committee did not meet to make a recommendation concerning the contract, Ms. Eshelman moved (Roberts) to endorse the contract as distributed by staff and to forward it to the City Council for approval. **Motion carried unanimously.**

Staff members are working on records retention policies and revising the Library's Disaster Preparedness Policy into a Continuity of Operations Plan in a specified format to correspond with all other City departments. Instructions are that both are to be considered "living documents" that can be revised at any time. Because of deadlines imposed upon the Library by the departments that oversee these projects, the Library will be submitting once the information is reviewed and approved by the Leadership team. Presentations to the Board will be scheduled at a later date.

Marge Zakoura-Vaughan arrived.

Planning & Facilities Committee Report

Donna Aldrich gave the Public Affairs Committee Report.

Ms. Aldrich read off a list of all the leaks caused by the recent rain: Linwood's roof is continuing to leak; Westlink has leaks along three basement walls; Evergreen has leaks in the storeroom; the Central Library leaks in the third floor ceiling in the southwest and northeast corners, from a second floor window, and along a lower level wall in the southeast corner. The roof at Linwood continues to be a particular concern. Last Friday it was leaking in numerous places. Staff has been told that bid solicitations are underway for roof replacement, but have seen no sign of the start of repairs.

Some repairs recently completed at Westlink include patching sections of missing wallpaper, painting of the bathroom stalls in both the men's and women's restrooms in order to cover the graffiti as well as several walls where the paint had peeled, and reattachment of a railing at the entrance.

Work on the window replacement at the Rockwell branch started today. The carpet replacement has been delayed by the need to find a "companion" color and style to the current carpet that is no longer being made. The first plan for equipment replacement stalled when staff learned the shelving had been discontinued by the manufacturer. Replacement requisitions have been initiated.

New cement parking stops were installed at Rockwell to help keep patrons from driving off into the grass and getting stuck.

Also the Director has been working with Ed Martin, Director of Building Services, to create a first draft of a request for proposals (RFP) for programming of the new Central Library. Funding for the project will come from the project's fund in the Capital Improvement Program. If there is consensus among the board, the Director requests that she and Mr. Martin be asked to work with the Planning & Facilities Committee over the next month to finalize a recommended RFP for review and possible approval by the Board at the October meeting.

One item for discussion this month that can facilitate the work on the RFP is to get some sense from the board about whether or not the successful vendor of programming should be allowed to compete for lead designer or if they should not be allowed to be lead, but would be required to be carried as part of the building team. Marge Zakoura-Vaughan asked about the advantages and disadvantages of allowing the winning vendor of the phase one bid to compete for lead in phase two. Ms. Berner Harris answered that the advantage is that if you have a vendor that has worked well for you, it allows them to carry this forward in to phase two. It also increases the pool of vendors who will apply to be the lead because if the winner is not allowed to compete in phase two, they may not apply for phase one. She knows less about disadvantages, but can get clarification from Mr. Martin. Evelyn Neier stated that by not allowing the winning bidder to compete for phase two would really limit the pool for phase one and we may not get the quality people apply for phase two. We would also lose momentum by having to start over in phase two and talk them through what was happening. The other Board members agreed.

Randy Yeisley asked what was included in phase one and phase two. Ms. Berner Harris answered that phase one was the functionality phase and phase two was design and construction documents. By breaking the project in to two phases, the Library can afford to move forward now and can the project timeline on track.

Public Affairs Committee Report

In the absence of Randy Brown, Melissa Alley gave the Public Affairs Committee Report.

The Kansas Library Association Governmental Affairs Committee met a couple of weeks ago. The early conversation centered on the impact of potential cuts to the State Library budget. At this point, no agenda items have been determined, but will likely resolve around the issue of maintaining funding for statewide services as well as aid to local units (state grants-in-aid).

The City Communications Team, lead by the Marketing Director and Public Information Coordinator, have begun an initiative to promote access to the electronic services and resources of all City departments only through the wichita.gov domain. They are also interested in phasing out all department specific logos, brands, etc. This request has been received with concern by Library staff for a variety of reasons. Some of these include:

- The user recognition of the logo and URL achieved through many years of use of both;
- The impact to partnership activities such as The Big Read, the Levand Summer Reading Program, the Wichita Photo Archive, the Friends of the Library and the Library Foundation if library services are limited to a wichita.gov domain; and

- Concern that requiring access through the wichita.gov domain portal increase steps to access to library resources, including the catalog.

Recognizing that staff may have a biased perspective on the requested changes, Board members were asked to share their thoughts on this issue.

Many Board members expressed strong opinions against this change. To the list already identified by staff, members noted the problems with usability of the current wichita.gov site, the limitations already placed upon the Library by mandated use of the content management system's style sheets and a conflict with the mission of the Library which is to offer citizens easy and efficient access to information. The consensus of members present was that staff should remain firm in opposing elimination of the Library's logo with URL and use of www.wichita.lib.ks.us as the preferred URL to access the Library website.

Special Committee Reports

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

- The Friends Board of Governors met on September 11th with President Jim Erickson presiding. Treasurer Larry Romine reported a record-breaking month for fund-raising with a total of \$9,886.83 generated in sales from the used book store and the special clearance sale. More than \$1,300 in memberships was also received, much of it at the book sale members-only promotion.
- Additional planning was completed for the Friends next fundraising event - a special Book Fair will be held at Barnes & Noble's Eastgate store on Saturday, October 18th from 10am through 6pm. Special events to be held in the store that day include a story time, a presentation on good books for gift-giving, and a discussion of My Antonia as part of The Big Read – Wichita. In addition, the store will have a special table of “wish list” items from the Library's Collection Development Division where people can buy copies of these needed books to be added to the Library collection. All purchases made by individuals showing a special Friends of the Library voucher will be captured with a minimum of 15% of the value of those sales returning to the Friends in Barnes & Noble gift cards.
- Membership for September was 805 -- nearly twice that of five years ago.

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

- There has not been a meeting since the Library Board last met.
- Foundation members want to express thanks to staff members for helping set up the Durst Decorative Arts Collection open house. The display will be in the auditorium until October 15th.
- A lot of work has been done on the Employee and Conflict of Interest Policies and to set up a system for payroll tax report payments.

Wichita Genealogical Society – Barbara Baker stated the general meeting was a week ago Monday, but there was not a quorum so no business was conducted. The main topic of conversation was the trip to Salt Lake City on the 25th of this month - 45 members are going.

Director of Libraries Report

- Kim Wilhelm from KWCH is coming to talk about increases in library use.
- The Polaris project is on track. Barring something unforeseen, the last day on Dynix will be October 10th and the go-live date for Polaris October 15th.
- The Senior Wednesday group has been notified that they will be receiving an Excellence in Programming award from the Mountain Plains Museum Association.
- The Library has placed most of the 2008 general fund equipment orders.
- Purchase orders for the Rockwell furniture have been placed.
- The Library has extended an offer to a Children's Librarian for the Rockwell branch.
- The Director is going to Stockton, KS tonight to teach a class on Library Budgeting for the Central Kansas Library System.
- Glasses and silverware displayed on the Board room table were received as an anonymous gift to the Maya Angelou Northeast branch from a donor in California. It is not known why the items were mailed to the branch.

Unfinished Business

None

New Business

According to a resolution passed by the Library Board of Directors on April 15, 2008, delegation of the duty of nominating Library Directors to the Library Foundation Board has been given to the Library Foundation's Nominating Committee with the understanding that a proposed slate of Library Directors be presented to the Library Board for ratification prior to the Foundation annual meeting. Board packets contained a report from the Foundation Nominating Committee proposing that former Library Board President Tim Moore be re-elected to the Foundation Board as a Library Director for a three year term beginning in 2009 and continuing through 2011. Steve Roberts moved (Landwehr) to accept the slate of Library Directors as recommended by the Wichita Public Library Foundation Nominating Committee. **Motion carried unanimously.**

Announcements

None

The meeting was adjourned at 1:00 p.m.

The next regularly scheduled meeting will be October 21, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries