

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
February 15, 2005

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, February 15, 2005 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Jane Eshelman, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier and Ms. Helen Parli. Absent: Mr. Randy Brown, Ms. Susan Estes, Mr. Matt Goolsby and Ms. Nancy Ogle.

Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; Mr. 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: Myrna Hudson, League of Women Voters.

During lunch, Kendall Durst, Art, Music & Video Section Manager, talked about the upcoming 19th Annual Academy Awards Program. There is a maximum of five films in each of the three categories (animated, live action and documentary shorts), which proves it was a good year for filmmaking. We acquired all the nominated films, which in the past has sometimes proven difficult. Only one film was received as a VHS tape. All the rest were sent in DVD format. The VHS tape was translated into DVD format. The Academy Award Shorts programs will be shown February 26 and March 5 at Central; February 27 at Alford; February 28 at Evergreen; March 1 at Westlink; and March 3 at Rockwell. All shows are free, open to the public and have been very well attended in the past. The Board was treated to a viewing of one of the nominees – “Guard Dog” by Bill Plinton.

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

Guest Myrna Hudson was introduced. Ms. Hudson is substituting as the League of Women Voters representative while Janice Goudy is absent due to medical reasons.

Minutes of the regular meeting held on January 18, 2005 were presented. Sarah Bagby moved (Neier) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman moved that the Finance report for January be approved as presented on the agenda: Operating Fund Bills in the amount of \$505,051.63; 2005 Grant Fund Bills of \$30,556.50; Prior Year Grant Fund Bills of \$470.05; and Memorial & Gift Fund Bills of \$564.91 for a total of \$536,643.09 for the month of January 2005, as well as the Financial Report for January 2005. **Motion carried unanimously.**

The Director provided the Finance Committee with an accounting of the 2004 Gift and Memorial Fund account. Copies are available for any other Board member who wishes to review it.

The Finance Committee reviewed an invoice exceeding \$10,000 needing approval of the Board. The invoice is from Books in Print for renewal of our on-line subscription in the amount of \$10,995. Mr. Layman moved to approve the licensing renewal from Books in Print in amount of \$10,995, contingent on license review and approval by Law. **Motion carried unanimously.**

Pending projects were discussed at the Committee's meeting:

- The migration from the current Dynix operated system will change over to the new generation Horizon system this year. We are working with the City IT to determine a financial plan for the project.
- The South Central Kansas Library System, offices based in Hutchinson, has announced they will no longer supply Talking Books service to outlying counties around Sedgwick as of September 30, 2005. WPL's Talking Books section has been approached about possibly providing this service. If this happens, we would receive additional funding from the State. Staff is in the process of completing a cost-benefit analysis regarding the expansion of service.
- Work continues on a partnership grant with the Junior League of Wichita and Wichita Public Schools, purpose being to help students improve their reading skills with possible implementation starting in 2006.

The annual budget process is underway, with Cynthia Berner Harris presenting background on library activities and budget issues at a City Council workshop March 8. The staff prepared budget will come to the Library Board for discussion April 19, and is due in the Budget Office of the Finance Department on April 22.

Operations Committee Report

In Chair Nancy Ogle's absence, committee member Jane Eshelman gave the Operations Committee report:

- Jay Hinkel, Law Department, reviewed the revised Operations Manual. With minor re-wording recommended by Mr. Hinkel bringing us more in line with the 'CIR-015 Confidentiality of Library Records,' Ms. Eshelman moved on behalf of the Operations Committee to accept the changes as written and approve the Library Policy Manual as presented. **Motion carried unanimously.**

Planning & Facilities Committee Report

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

- Evergreen continues to struggle graffiti in the men's restroom. Staff from the Library, Public Works, Information Technology, and Police Department is working together to seek ways to stop the vandalism and to reduce the amount of

maintenance attention needed to repaint and remove the graffiti in a timely fashion.

- Building improvements associated with the City's HUD grant for Evergreen are almost complete. Finishing touches to the media book drop have been completed. The New Book Collection sign has been taken back to the vendor due to misspellings. Wooden lockers for part-time employees' belongings have been installed. To date, the only unresolved component to this project is additional shelving and a worktable that will be along the south wall of the staff workroom.
- Work to redesign the Westlink parking area and entrance for ADA compliance has begun. The handicapped parking spaces will be moved from the west side of the lot to immediately outside the entrance and a new ramp will be created from the door straight north into the parking lot. The work has been delayed due to weather.
- Internet connections have been created in the Westlink and Rockwell meeting rooms to enable expanded use of these spaces for staff training activities and for public meetings that need this technology.
- Building leaks have been found and are in the process of being repaired at Westlink and Alford.
- The Planning & Facilities Ad Hoc Committee met with Gossen Livingston architects earlier this week regarding their possible services that might help with development of the strategic plan for facilities. The Ad Hoc committee is to meet after today's Board meeting to review written proposals from the two firms that have made presentations and will submit a recommendation for a course of action to the Library Foundation Board for its meeting on February 24.

Public Affairs Committee Report

In Chair Matt Goolsby's absence, Committee member Sarah Bagby gave the Public Affairs Committee Report.

- Legislative Day is Thursday, February 17, 2005. Thank you to Board members who will be attending – Barbara Baker, Evelyn Neier and Helen Parli. Friends' Board members Larry Romine, Don Troyer and Bill Hipsher will also attend. Cynthia Berner Harris, Director of Libraries, and Jennifer Heinicke, Special Projects Librarian, will attend as well. A fact sheet was provided for use and for sharing with legislators.
- We will be advocating support of HB2221, which would exempt the Friends of the Library book sale proceeds from being taxed. If this exemption had been in place throughout 2004, the Friends would have been able to contribute an additional \$3,231 in support to the library.
- We oppose HB2353, which mandates use of Internet filtering technology and would place restrictions on rules for circulation of videos, DVDs, films and other visual materials in order to allow a local public library to qualify for state grant-in-aid funding. Libraries historically have supported free access to information of all kinds supported by the local authority of library boards to approve and maintain local

policies. This initiative would require unnecessary new processes that increase local costs or forces local libraries to lose state grant-in-aid funding, as well as take away the authority of the Library Board of Directors.

- Included in Board packets was a list of strategies from the Visioneering Wichita initiative in which the library could (or already does) play a role. Ms. Berner Harris would like to know how the Board wants to be represented and asks the Board to take formal action on the strategies to adopt as a Vision Partner. These are discussed under 'New Business.'

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, imparted the following news from the Friends' Feb. 10 meeting:

- Don Troyer presided at the Feb. 10 meeting. John Lavender, Bookstore Manager, reported an abundance of children's books, which led to discussion on perhaps holding a book sale of only children's books.
- Carol Nazar, WPL Foundation Executive Director, invited the Board to the annual volunteer luncheon at Botanica on April 18, 2005. The luncheon will posthumously honor Marion Porter Reiff, a long-time volunteer and founder of the Library's homebound delivery program.
- Ms. Nazar led a discussion on the possibility of underwriting expenses for hiring consultants for assisting with creation of a master facilities plan for the library.
- Membership is 434, with 388 gold cards, 46 regular.

Director of Libraries Report

Ms. Berner Harris noted that a corrected page six of the statistics that attach to the Director of Libraries monthly report was distributed.

The City Council has expressed concern that they need information of actions taken by Boards in a quicker way than the formal minutes. They have asked us to e-mail them summaries of actions taken at the meeting directly after the meeting. We will also e-mail the same to Board members.

This morning, a bulk loan was delivered to the TOP (The Opportunity Project) Early Learning and Day Care Center. The delivery consisted of 1100 items that were purchased through the Wiedemann grant via the Foundation.

Jennifer Heinicke, Special Projects Librarian, started last Friday speaking at KCTU television on a weekly basis news spot to talk of library programs.

John Ellert has finished work on e-rate applications for the coming year. We are applying for subsidies on \$51,826 in technology expenses. As we believe we will qualify for subsidies at an 80% discount, successful applications will reduce the actual costs of these services to only \$12,798.05.

A reporter from *The Wichita Eagle* called Ms. Berner Harris today to do a follow-up story on the Library's performance on the Hennen American Public Library Rating Index. It is possible that board members will be contacted for interviews related to this story.

Evergreen Branch has a proposal from the 21st Street Business Association to become a member of their group. The group meets at Evergreen and because they use library space, they will not charge us the \$25 membership fee. Staff recommends affiliation as a way to learn about library service needs of this group and to help to increase awareness of library programs, services and activities. Jaime Prothro, as Evergreen Branch Manager, could be designated to represent the library board to the association. Cathy Landwehr moved (Koon) that the library join the 21st Street Business Association and ask Evergreen Branch Manager Jaime Prothro to attend meetings as the library representative. **Motion carried unanimously.**

Unfinished Business

None.

New Business

The 2004 WPL Annual Report was distributed. Sarah Bagby moved (Layman) that the Board receive and file the 2004 Annual Report and forward to the City Council as officially approved. **Motion carried unanimously.**

Ms. Bagby asked for discussion on the Visioneering strategies and whom we want to be our official representative(s). The next part of the process is to take the Visioneering report and look for which strategies on which the Board wishes to focus. Ed Koon suggested appointing a Chair of a Visioneering Committee as one approach. Ms. Bagby agreed the committee should be a voice that speaks for the library. The Friends Board has designated a representative. Mr. Koon was recommended to sit on the committee. He said he would be glad to, however, his Board term expires this June. Consensus was to designate Sarah Bagby, Ed Koon and Cynthia Berner Harris to continue work in identifying strategies to be adopted by the Library in its role as a vision partner.

Announcements

None.

Adjournment

Sarah Bagby moved (Landwehr) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:55 p.m.

The next regularly scheduled meeting will be March 15, 2005.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries