

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

June 17, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, June 17, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Marge Zakoura-Vaughan, and Mr. Rodger Woods. Absent: Ms. Helen Parli and Mr. Steve Roberts.

Staff Present: Cynthia Berner Harris, Director of Libraries; 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; Leah Barnhard, WPL Foundation Executive Director; and Jennifer Allen, Administrative Aide II.

Staff Presentation

John Ellert, Digital Services Administrator, gave the staff presentation on the Polaris migration. He stated that the Library is replacing the Dynix system with a brand new Polaris integrated library system. The contract was signed in February and the migration began immediately. The Library is on a tight, but doable timeline.

Polaris, by contract, cannot touch the Dynix system so they hired a third-party to extract the data. This was done in March and Polaris was given the data. Over the past six weeks, Library staff has been working on profiling. This is designing what the Library wants the Polaris system to look like. This data was sent off, in its final form, to Polaris last week.

Installation of the Polaris software will take place the end of July. Once the software and data are installed, a group of staff will test the system to make sure it is doing what it should do. The Library will have an opportunity to change the profiles and mapping and fix anything that needs to be fixed during this time.

In August, Polaris will be back on site to do a train-the-trainer session with select staff on the various modules, how to log in circulation, etc. This staff will then train the rest of the Library staff on Polaris' functionality.

On September 19, Dynix will be turned off for a final data extraction and this data will be loaded into Polaris. This will be done on a Polaris backup system that is offline. This will give the Library a chance to test the system before going live on September 24.

Rodger Woods asked if the Library is expecting anything to be visible to patrons during the testing period. Mr. Ellert answered that only the very astute patrons will notice that not everything is available during this time. Most patrons will not notice anything.

Rodger Woods, President, called the meeting to order at 12:09 p.m., a quorum being present.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 20, 2008 were presented. Randy Brown moved (Ogle) to approve the minutes as amended. **Motion carried unanimously.**

Minutes of the special meeting held on May 27, 2008 were presented. Tom Engelmann moved (Neier) to approve the minutes as amended. **Motion carried unanimously.**

Finance Committee Report

Tom Engelmann gave the Finance Committee Report.

Mr. Engelmann made a motion (Roberts) to approve the Finance report and bills for May 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$736,675.74; prior year Grant Fund Bills of \$2,049.37; 2008 Grant Fund Bills of \$23,965.95; and Gift & Memorial Fund Bills of \$10,537.19 for a total of \$773,228.25. **Motion carried unanimously.**

Mr. Engelmann reported that the Library would not be renewing the online *Books in Print* subscription do to the cost-benefit analysis finding that it was not cost-effective.

Mr. Engelmann stated that the Gates Grant was near depleted and would be closing out in the next couple of months along with three other grants.

Operations Committee Report

Nancy Ogle gave the Operations Committee report. There was no Operations Committee meeting this past month.

- Last month, Ms. Ogle reported that some policy changes were being worked on by staff. Hopefully these will be ready for review at the next meeting.
- A staff team went to the State Library in Salina earlier in the month to lead a library administration training session. The presentation by Jaime Prothro on policies and customer service, including customer code of conduct, was particularly effective and well-received. She used a lot of examples from our library's own process as part of her discussion.

Planning & Facilities Committee Report

Donna Aldrich gave the Planning & Facilities Committee Report.

- The rains continue to cause problems with basement flooding at Westlink. The Library is working – somewhat unsuccessfully – with the Public Works Department to get the sources of the problems repaired and to ensure that mold and mildew are avoided.

- Last Thursday afternoon a car drove into the Rockwell branch. Because of the building design, the damage is more extensive than when this happened at Westlink. Police, Fire, OCI and Public Works all responded quickly, although Public Works was slow enough in returning to board the window that they ended up doing it during the tornado warning.
- On a brighter note, the courtyard sidewalk work at Rockwell was completed and the memorial sculpture was installed. The best news is that the car missed the sculpture when it came through the building!
- The Director has not been in a rush to push for information about the next step in the master plan process as the answer will be to wait for the new manager to start. Expectation is that the Library will be working to develop a Request for Proposal for design services. She has been contacted by the Planning, Public Works, and IT departments who all would like some involvement in the process. It is very important that that happens and that the Park staff be involved as well.

Marge Zakoura-Vaughan arrived.

Public Affairs Committee Report

Randy Brown gave the Public Affairs Committee Report.

Mr. Brown stated that several opinion line comments and letters to the editor regarding the new Central library have been included in the packet. The Library's strategy so far has been to ignore them since responding just keeps the issue alive. There will be a meeting soon to discuss PR strategy. Mr. Brown asked for suggestions or questions.

- Barbara Baker stated that it seems that many of the questions and statements are because they don't realize that there is a problem with not having enough space behind the scenes or having parking available. She stated that we need to give specific instances of problems the general public may not be aware of.
- Catherine Landwehr stated that one of the points brought up in the comments is that the current Library should be updated instead of moved. She stated that one strategy is to list what it would cost to update the current building to use as a comparison and list things that would still be missing such as a separate parking lot.
- Susan Estes stated that during the master planning process one of the things the Library did right was to be very open with the public from the start. They went and talked at the DAB meetings and discussed their plans and the changes that were being made. People trust what they see on a personal level more than what they read in the newspaper.
- Marge Zakoura-Vaughan stated that with downtown changes, the Library is not at all guaranteed to be able to remain in its current location.
- Nancy Ogle stated that the public that is happy with the current Library services doesn't know what they are missing out on since they have never seen it. Mrs. Estes made the comparison that you don't realize you need glasses until put on your first pair.
- Mrs. Estes stated that the Library needs to be very clear about its goals and how they plan to move forward. They need to involve different groups from different parts of the community in the process.

- Jane Eshelman stated that the Library needs to be responsive but not too concerned with negative responses since any article in the newspaper that deals with government spending tends to receive responses saying that things are fine the way they are.
- Rodger Woods pointed out that the money for the new library is coming out of the Capital Improvement budget, not from bonds or tax increases.
- Cathy Landwehr stated that the plan for the new library is forward thinking and is preparing for future populations.

Mr. Brown stated that on June 24th at 2pm, there will be a news conference announcing the Big Read. Vicki Tiaht will be present. Mr. Brown asked the Board for their opinion on where it should be held: the Patio Room or in the south wing of the main floor. General consensus was that the south wing of the main floor would be the best location.

Tracie Partridge of the Library staff did a piece earlier this week with Felicia Rolfe about summer reading programs that aired on the CW yesterday. The Library had one person who came in and reactivated a long expired account, giving credit to Larry Hatteberg's story on how the library can help stretch a tight home budget for getting the family back into active library use. The Library will continue to seek out and cooperate on those kinds of stories at every opportunity.

Special Committee Reports

Library Foundation – Marge Zakoura-Vaughan introduced Leah Barnhard, WPL Foundation Executive Director.

Ms. Barnhard stated that a special display from the newly named Durst Decorative Arts Collection is tentatively scheduled to be unveiled on September 7th. Samplings of items from the collection will be placed on display in the auditorium for approximately one month. After that time, the west display cases on the lower level will be used to feature rotating collections of decorative arts items. The Durst family has established an endowment fund with the Foundation and has asked that the distributions be used to support the decorative arts collection.

Ms. Barnhard added that the Foundation audit would be done at the end of the month and she was working on fund raising.

Wichita Genealogical Society – Barbara Baker stated that the Board meeting was held last Monday and that there is a program this Saturday, June 21st at Alford on deciphering handwriting from the past.

Director of Libraries Report

- Cynthia Berner Harris stated that a lot is happening right now. Statistics for the first week of the Summer Reading Club show more than 5,200 children have signed up putting us slightly ahead of last year. The Teens Read program is behind last year.
- One of the projects being worked on is the information model of how to redesign communications into the new version of the Intranet. Department shared information is

being combined with the Intranet to form the new system called “Sharepoint” which uses information tags called metadata.

- There have been meetings at the City level to work on the records retention policy. Each department has been asked to identify and propose retention schedules for all of the documents created and used in the course of business.
- Also at the City level, the Disaster Preparedness Plan is being reworked into a Continuity of Operations Plan. A greater emphasis will be placed on succession planning to oversee essential services with much of the extra material in the current disaster plan moved into resource guides rather than part of the main plan.
- The Library is working on some follow up to some training that the Director and Sarah Shetlar attended on copyright compliance. Most of the changes needed at the Library are minor, although there is a complicated issue of determining when customer computer use crosses into viewing of material without public performance rights. It is likely that the Internet Acceptable Use policy will need to be revised to address this.
- The Library has had a lot of turnover and is doing a great job of recruiting, interviewing, and making selections to fill the vacant positions, although the Human Resources Department has been slow in processing these selections so the staff is stretched very thinly at the present time.
- \$8 has been found in the State’s unclaimed property that belongs to the Wichita Public Library.

Unfinished Business

None

New Business

The annual meeting of the Board and the Election of Officers will occur in August. Rodger Woods stated that a nominating committee needs to be appointed. He asked that Tom Engelmann chair that committee and Helen Parli and Steve Roberts also be on the committee. Mr. Woods asked if there was anyone else that would like to serve on the committee. Randy Brown volunteered. The committee will go through and make the nominations to fill these positions and the voting will be on August 19th.

Announcements

Rodger Woods announced that he is being deployed and would be resigning as Library Board President effective July 1st and Nancy Ogle would be assuming the President’s responsibilities until the election of officers.

The Director announced that a book has been picked out and will be plated in honor of Mr. Woods, but the book is on backorder. The book is titled *National Guard: An Illustrated History of America’s Citizen Soldiers*.

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

The next regularly scheduled meeting will be July 15, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries