

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
March 18, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, March 18, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mrs. Susan Estes, Ms. Jane Eshelman, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown, Ms. Cathy Landwehr, and Mr. Tom Engelmann.

Staff Present: Cynthia Berner Harris, Director of Libraries; Jaime Prothro, Customer Service Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Manager; John Ellert, Digital Services Manager; Larry Vos, Reference Services Manager; Tammy Penland, Senior Management Analyst; Seif Al-Shaer, Administrative Assistant; and Jennifer Allen, Administrative Aide II.

Staff Presentation

Jaime Prothro, Customer Service Manager, gave the staff presentation on the 2008 Library in-house employee training program. Ms. Prothro explained that while the coordinators were going through the goal setting for this year, they saw the need for consistent in-house training for staff. They looked for a positive, pro-active way to get employees the kind of training they need. The master calendar allows supervisors to see what training opportunities are planned for the year so employees can be trained on skills they may be lacking. She went on to state that the Library put a call out to anyone who might be interested in being a trainer. Twenty-three staff members responded and were trained as in-house trainers.

Evelyn Neier asked if any of the training sessions were being recorded for future use with new staff. Ms. Prothro replied that this was not being done, but it was an idea worth exploring.

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

Public Comment

None

Approval of Minutes of February 19, 2008

Minutes of the regular meeting held on February 19, 2008 were presented. Steve Roberts moved (Eshelman) to approve the minutes as presented. **Motion carried unanimously.**

Marge Zakoura-Vaughan arrived.

Finance Committee Report

Susan Estes gave the Finance Committee Report.

Mrs. Estes made a committee motion to approve the Finance report and bills for February 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$475,584.56; prior year Grant Fund Bills of \$5,056.83; 2008 Grant Fund Bills of \$50,617.41; and Gift & Memorial Fund Bills of \$6,248.14 for a total of \$537,506.94. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle gave the Operations Committee report. Ms. Ogle stated the Operations Committee would be meeting immediately following the Library Board meeting to go over the proposed changes to the Foundation bylaws.

Planning & Facilities Committee Report

Evelyn Neier gave the Public Affairs Committee Report.

Ms. Neier stated that there had been a Committee meeting earlier in the month in which Mr. Don Arnold had presented some properties that he thought might be of interest to the City for a larger Westside branch. That information has been shared with the City's Property Management Office.

The Committee is still waiting to hear from the City Council on the Master Plan.

Work has begun at Rockwell on changing the landscaping and repairing the sidewalks. Some trees have been removed so the new sidewalk can be put back in. Hopefully there will be some new landscaping in front of the windows. The new statue should be installed mid-April.

Maintenance at the Central Library continues to be inconsistent with the contracted custodial staff.

The Central Library has added a Red Cross worker for 20 hours per week to help with some of the custodial support issues. His duties include helping to contain the trash that is left or blows onto the grounds around the building.

Ms. Neier passed around an article from Greensburg talking about how they are proceeding with their library plans. The plan is for them to team up with the Extension Office and the Historical Museum and to add a community media center on the second floor.

Public Affairs Committee Report

Melissa Alley gave the Planning & Facilities Committee Report.

Ms. Alley stated that last month two Library board members, two Friends board members, and four Library staff members traveled to Topeka for Library Legislative Day. During the day, several contacts were made with local legislators. Many members of the group also had the opportunity to attend a meeting of the House Appropriations Education Subcommittee that was

working on the State Library budget. Because of the manner in which the House leadership is procedurally handling all enhancement requests – as well as some items approved last year – the meeting proved painful for library advocates. It is important to realize that the meeting was about politics and process and not at all about the value of libraries, the merit of the budget requests – or even the personal opinions of many of the committee members about library issues.

The Foundation has submitted its Cultural Arts grant request for FY2009. It continues to include money for paid advertising, print materials to promote summer reading programs and an additional year of funding for a marketing intern.

The Library's Volunteer Luncheon will be Monday, April 28. There will be a keynote presentation by Mayor Brewer.

Ms. Alley read an email from the director of the Northeast Library System concerning the State Library enhancement request for funding for a courier service. The message announced that the House of Representatives would be taking action on appropriations on Wednesday, March 19 and encouraged library advocates to contact their representatives to encourage support of this enhancement. Ms. Alley read the names of local representatives on the Appropriations Committee. Ms. Estes asked for additional background and talking points on this issue. Mr. Woods asked if this enhancement had been supported by the Senate. Ms. Berner Harris indicated she would prepare this additional information and forward it, along with the email from which Ms. Alley read, to all board members.

Special Committee Reports

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

- Sherryl Torres stated that the backlog in the donation sorting area has been eliminated.
- Workers are needed for the book sale.
- April 9 is the Library Conference at Century II. Bookstore volunteer Elizabeth Servis will receive an award from the Friends of Kansas Libraries.
- 1 Good Samaritan request was granted.
- Membership is 716 (23 Platinum, 661 Gold, and 32 Individual).
- The next meeting will be April 17.

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

- The Foundation Board met on February 28.
- The Executive Director search continues.
- All donor acknowledgements are now current.
- The 2008 budget shows total operating expenditures as \$149,250 and total endowment distributions as \$191,213. It was agreed that further revision may be required once an Executive Director has been employed.
- Several board members have expressed concern about the cost of the annual audit. It was requested that letters be sent seeking bids for the audit and tax return service.

Rodger Woods stated that the Executive Director position has always been a part-time position

in the past. The Board has decided to make this into a full-time position and change the requirements. The selection subcommittee will meet on Monday to go through the applications that have been received for the position.

Wichita Genealogical Society – Barbara Baker stated that the WGS had a meeting Saturday at Alford with 36 people in attendance. The program was on finding ancestors through court records.

Director of Libraries Report

Cynthia Berner Harris stated that the Board packets have changed. Because of the way the Law Department has asked the Library to change the way the Committees meet, the packets now contain minutes from any committees that met during the prior month and agendas for any upcoming meetings. If committees meet in between Library Board meetings, everyone will be notified and receive an agenda.

The Kansas Library Association is having an annual conference in Wichita on April 9-11. It is the Library's tradition to pay registration for any Board member wishing to attend.

Next week a group of Library staff are going to Minneapolis, MN for the Public Library Association conference. On Wednesday morning, as a pre-conference, the staff will be touring the Central branches of the Minneapolis and the St. Paul public libraries. St Paul recently underwent extensive renovations and Minneapolis just opened a new facility.

The Director met yesterday with the Interim City Manager and to talk about issues to be shared at a City Council workshop on April 1. Strategic issues, including the Master Plan, facing the Library were discussed.

The Library has negotiated with the Budget Office for an extension of the normal submission cycle of the budget until after the next Board meeting.

The Library has been working on process improvements. These are simple things that make a big difference. One example came from the Evergreen branch in which there was an issue with patrons stringing the power cords from their laptops across an aisle to the outlet. The staff shifted some tables and creating a special table with electricity for laptop users. The Children's Room was counting the number of items out on display and keeping track of the number of items left when the display was removed. Staff discovered that they could scan barcodes for items used on display directly into a spreadsheet making the process much quicker. The Rockwell branch started keeping a log of complaints/concerns from customers and has been evaluating it for trends and opportunities. Through the Rockwell list, a problem with public PC networked printers was identified and a solution was found and implemented that benefits all workgroups.

Unfinished Business

None

New Business

None

Announcements

- The Volunteer Luncheon is April 28 at Botanica.
- The Friends of the Library Book Sale is March 29-30.
- There are several PSAs of upcoming Library events that will be airing on the Cable Channel 7, the City Access Channel, beginning this week.

Adjournment

The meeting was adjourned at 12:40 p.m.

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

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries