

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
May 17, 2005

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, May 17, 2005 with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Ms. Donna Aldrich, Mr. Randy Brown and Mr. Matt Goolsby.

Staff Present: Cynthia Berner Harris, Director of Libraries; John Ellert, Support Services Administrator; Julie Linneman, Programming/Outreach Administrator; Larry Vos, Reference Services Administrator; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

During lunch, two of the three 2005 Beech scholarship recipients were present to introduce themselves and state their plans during and after they receive their Masters in Library Science degrees. Benjamin Koker, Library Assistant III in the Reference Section, and Anne Tran, Library Assistant II in the Children's Room, expressed their thanks to the Wichita Public Library Foundation endowment that allows \$1,000 each to help in their MLS pursuit.

Tim Moore, President, called the meeting to order at 12:04 p.m., a quorum being present.

Minutes of the regular meeting held on April 19, 2005 were presented. Nancy Ogle moved (Estes) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman moved that the Finance report for April be approved as presented on the agenda: Operating Fund Bills in the amount of \$457,924.33; 2005 Grant Fund Bills of \$54,391.75; Prior Year Grant Fund Bills of \$701.20; and Memorial & Gift Fund Bills of \$7,755.89 for a total of \$520,773.17 for the month of April 2005, as well as the Financial Report for April 2005. **Motion carried unanimously.**

The Finance Committee reviewed the Child Care Association rental agreement at Evergreen. The sum of \$298.07 was identified as a remaining refund owed to the Child Care Association. Mr. Layman moved, on behalf of the Finance Committee, to authorize staff to proceed with the remaining refund of rent in the amount of \$298.07 to the Child Care Association per terms outlined in the lease agreement. **Motion carried unanimously.**

A budget revision to the 2004 State Grants in Aid budget was reviewed. After revising, the remaining unspent funds of \$4,000 were recommended for transfer to the library materials fund line so that it could be expended and the 2004 grant closed. Mr. Layman moved, on behalf of the Finance Committee, to authorize revisions to the 2004 State Grants in Aid budget in order to allow remaining expenditure and closure of the grant. **Motion carried unanimously.**

The Finance Committee reviewed a proposal to change the vending machine service from Wichita Air Capital Vending to ASAP Vending for the Central Library staff room and the Alford Branch Library. Better service and increased variety are hoped with the new vendor. Mr. Layman moved, on behalf of the Finance Committee, to authorize changing service from Air Capital Vending to ASAP Vending for the Central Library staff room and the Alford Branch Library. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

- A proposed policy regarding photograph consent was reviewed. The ‘Customers’ Consent to Participate in Photograph’ statement is recommended by staff as an addition to the library policy manual. This ensures that the Library can document permission to use photographs that include library customers in publicity, on web pages, and in other library promotional pieces. The ‘Consent to Participate in Photograph’ form is the tool that will be used to implement the policy. Both the policy statement and the release form have been reviewed and approved by the Law Department. Nancy Ogle moved (Eshelman) to adopt the policy as stated above. **Motion carried unanimously.**
- The City observes Monday, July 4 as the official 4th of July holiday. The Director of Libraries has requested a board-approved closing of the library Sunday, July 3, in keeping with the policy of observing Sundays before Memorial Day and Labor Day. Sunday, July 3, would be a day off for all staff, not a paid holiday. Ms. Ogle moved (Eshelman) to close the library Sunday, July 3, 2005. **Motion carried unanimously.**
- Building entrance signage relating to the customer code of conduct was reviewed. The proposed signage is:

“While on Library property, customers are expected to follow the Code of Conduct to ensure a rewarding visit for everyone. No tobacco use is allowed in the library. Eating, drinking and cell phone use are allowed only in designated areas. Children who have not been picked up by closing time may be placed in the care of responsible authorities.”

A brochure titled “Customer Rights & Responsibilities” will be available at every service desk. This requires no action by the Board but the staff is asking for feedback. The consensus of the Board was that the brochure and signage language were both good.

Planning & Facilities Committee Report

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

- The Gossen Livingston team is completing a summary of the comments and ideas shared during the five hours of focus group sessions held in late April. The Director will be meeting with the team on May 25 to answer any questions they have about topics raised during the meetings. This will result in a presentation for the Planning & Facilities Committee, as well as representatives from the Friends of the Library and the Library Foundation Boards.

- Shelving at the Linwood Branch was adjusted allowing the video collection to be moved into publicly accessible areas. This makes for easier browsing by patrons and reduces the double shelving in the library workroom that was previously necessary. With completion of the Linwood project, all video collections are now on open shelving and not in storage areas.
- This year's River Festival has had minimal impact, damage-wise, at Central. A bit of gang graffiti appeared on the wall of one of the public elevators but was quickly removed by the custodial crew after reporting it to police.

Public Affairs Committee Report

In the absence of Matt Goolsby, Chair, Cynthia Berner Harris gave the Public Affairs Committee Report.

- Governor Sebelius signed H2026, a bill reauthorizing the Kan-Ed Network. This ensures that the library's application for an Internet subsidy through Kan-Ed will be funded in the upcoming year.
- Left pending in the Legislature was a proposal to exempt book sales of Friends of the Library organizations from sales tax. During the first quarter of 2005, the Friends of the Wichita Public Library paid \$734.03 in sales tax. This issue will be a priority for advocacy in the 2006 legislative session by the Friends of the Wichita Public Library and, hopefully, the Kansas Library Association.
- City Council members Gray and Brewer made their first Library Board appointments for the two-year terms beginning July 1. Board members interested in being reappointed may wish to visit with their respective Council members to ensure that their interest is known.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, imparted the following news from the May 12 meeting:

- Bill Hipsher accepted the position of secretary, replacing Don Troyer who passed away on May 1.
- Two 'Good Samaritan' requests were approved.
- The 'Senior Wednesday' program was explained. The Wichita Public Library is the newest partner to participate in programs for seniors on Wednesdays during June, July and August. The other partners are: Wichita Art Museum, Sedgwick County Zoo, Ulrich Museum of Art at WSU, and the Wichita-Sedgwick County Historical Museum.
- Membership is 451, with 403 gold cards and 48 regular.
- Authorization was given for the purchase of a new flag stand in the Board Room at Central, along with a plaque honoring the memory of deceased Friends Board member Don Troyer.

Director of Libraries Report

The City Council had an item on their agenda today for a library related upcoming exhibit. The Wichita Public Library is one of seventeen public libraries to host the “Changing the Face of Medicine” exhibit. Although we are not hosting the exhibit until 2009, a letter of agreement needed to be signed and returned by May 19, 2005.

The Kansas State Library approved a Special Populations grant in the amount of \$8,200 for several public libraries in Sedgwick County for the support of adult literacy.

The Library, with assistance from the Self-Help Network at Wichita State University, will be doing a study of our summer reading program. The Westlink and Evergreen branches will be the two research sites. A first questionnaire will ask the parents of the summer reading enrollees how they found out about the library’s summer reading club, what year participating, and how often they use the library. A second questionnaire will be distributed at the programs of the two sites, asking whether they attend the programs only, or if they also participate in the summer reading program. Funding for the project is being provided by the Library’s distribution from the Leonard and Celia Levand Trust.

To celebrate the 135th anniversary this summer of the incorporation of the City of Wichita, the Library is exhibiting aerial photos of downtown Wichita through the years. Two other exhibits will feature materials on loan from the Wichita/Sedgwick County Historical Museum. Charley Whitworth will be giving programs related to the history of Wichita and local architect Charles Steiner will lead a walking tour of downtown architecture.

Brodart representatives made a site visit May 2 to meet staff and provide in-service training. They presented a new way of cataloging where ‘circulation ready’ materials could be provided, which would streamline our cataloging process. It is hoped that the Library will be ready to test this service by late summer.

The Director reminded Board members to advise her if they would like to attend the June 15 Kan-Ed kick-off speaker, Tom Peters, for their annual meeting at Century II.

Tim Moore asked for the Director’s thoughts upon noticing the decreasing web statistic numbers on the monthly report. Mr. Ellert commented that the City has changed the software that provides the statistical counters. Both he and Ms. Berner Harris elaborated that the best measure is not on the number of hits on a website but on the number of uses of our databases and content products.

Unfinished Business

None.

New Business

Ms. Berner Harris received a telephone call yesterday from a CBS “48 Hours” producer. He asked if it was possible to utilize the Central Library as a site for an interview with Robert Beattie, the author of “Nightmare in Wichita” one evening next week. Since access to the library after hours would be an exception to library policy, the Board of Directors was asked for advisement. Ms. Berner Harris considered it an interesting revenue opportunity. The State Library in Iowa was contacted to see how they handled the television coverage of the caucuses where news crews headquartered at the State Library and Archives building. Cowtown was also contacted regarding charges for events happening after business hours. Susan Estes moved (Landwehr) to empower the Director to allow CBS access to the library after hours on May 24, contingent upon proof of insurance and with a request for a negotiated monetary contribution to the Library Foundation. **Motion carried unanimously.**

Announcements

None.

Adjournment

Nancy Ogle moved (Layman) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:53 p.m.

The next regularly scheduled meeting will be June 21, 2005.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries