

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
November 16, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, November 16, 2004 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Matt Goolsby, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore and Ms. Helen Parli. Absent: Mr. Randy Brown, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Ed Koon, Ms. Evelyn Neier 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; Mr. Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Also in attendance: Mr. Gillard Cohen, Former Library Board Member and Interested Citizen; and Dr. Jim Erickson, President of the Friends of the Library.

During lunch, Tracie Partridge, Children's Room Section Manager, spoke about the Books & More Boxes that went into circulation yesterday, the beginning of Children's Book Week. The thematic boxes are pre-packaged sets of books, media, activities, and bibliographies all relating to one theme. They are aimed for preschoolers through early elementary students. There are 68 boxes in the system covering 52 topics. All libraries have them except Comotara due to its lack of storage. The intent is to educate and entertain children, and save time for parents and caregivers. The boxes may be checked out one per library card for one week. Brochures were distributed explaining the Books & More boxes. The Board thanked Tracie for the informative presentation.

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

Minutes of the regular meeting held on October 19, 2004 were presented. Barbara Baker moved (Layman) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman moved that the Finance report for October be approved as presented on the agenda: Operating Fund Bills in the amount of \$476,687.48; Grant Fund Bills of \$29,717.96; Prior Year Grant Fund Bills of \$4,548.27; and Memorial & Gift Fund Bills of \$702.40 for the month of October 2004, as well as the Financial Report for October 2004. **Motion carried unanimously.**

The Finance Committee reviewed an invoice exceeding \$10,000 needing approval of the Board. The invoice is from EBSCO for the newspaper and magazine print subscriptions for 2005. The amount of the invoice is \$53,385.78. Mr. Layman moved on behalf of the Finance Committee that the invoice from EBSCO in the amount of \$53,385.78 be approved and payment authorized. **Motion carried unanimously.**

The handling of unclaimed property (refunds) will be changed. A recent change of interpretation means that it is no longer mandatory that outstanding refunds on library accounts be transferred to the state as unclaimed property. This will save the Library the fees that are incurred during the process. It will also allow more latitude in determining our policy on handling refunds. Staff worked on a proposed policy update and incorporated it into the draft of the policy manual.

Regarding the Levand Trust, the Finance Committee recommended that the Board authorize the President to sign an agreement with the Bank of America to accept the 2005 summer reading club funds. The Director of Libraries would administer the funds through the Wichita Public Library Foundation checking account. The grant money from the Bank will be placed in the WPL account, then end-of-year accounting of the money will be sent to the Bank. This is a change from past practice where all bills were sent to the trustee for payment. Mr. Layman moved that the President sign the agreement with the Bank of America and direct the Director of Libraries to administer the funds. **Motion carried unanimously.**

Ms. Berner Harris has discussed the process of creating budgets from the South Central Kansas Library System grants and State Grants-in-Aid program with City Manager Kolb. Because these grants do not require contracts, local matches or competitive applications, it has been agreed that the Library may return to the former practice of having the Library Board exercise its administrative authority to approve and manage these budgets. Grant sources requiring contracts or applications, such as the Library's contract with the State Library to operate a sub-regional library for the blind and physically handicapped, will still be forwarded to the City Council for review and approval.

Operations Committee Report

Nancy Ogle, Chair, could not attend today's meeting, and therefore Ms. Berner Harris spoke on her behalf. The Operations Committee will meet November 29 to review the revised Policy Manual as drafted by the staff committee charged with that responsibility. Copies of the manual and the committee's report are expected to be included in the December Board packets.

Planning & Facilities Committee Report

In Ed Koon's absence, Committee Member Barbara Baker gave the Planning & Facilities Committee report.

- Repair of the termite damage at Alford continues. The area has been treated and the wall fixed, but some cleaning of carpet is still needed. The replacement shelving is on order and expected to be delivered in December.
- Enhancements at Evergreen continue. The storage areas have been completed and items sent to storage at Century II have been returned. Floor treatments behind the service desk and extra signage for Head Start are being handled.

- The Central Library flagpole is going to be removed due to the growth of the tree next to the pole that has caused the pole to tilt. Because the large flag and pole have been added in the flowerbed between the library and Century II, it was determined that the best course of action was to remove the library's flagpole. Should we receive complaints, a determination will be made whether to reinstall the pole on another part of the library grounds where it could be more properly displayed.
- A map study of users of Westlink was on display in the Board Room.
- Barbara Baker and Cynthia Berner Harris recently traveled to Salt Lake City as part of a Wichita Genealogical Society bus tour. They toured the new Salt Lake City public library, designed by the same person who designed Exploration Place in Wichita. The large atrium included a coffee shop, gift shop and flower shop. The fixed-seat auditorium holds 400 people. Other attributes include the stairways all curved, three glass elevators, and much glass everywhere. They have a large staff, large computer area and a large children's area that was designed to be very secure. There was underground parking for 600. The outside walkway goes to the top of the five-story building. Waterfalls and streams décor the walkway. The cost was \$90,000,000.

Public Affairs Committee Report

Matt Goolsby, Chair, gave the Public Affairs Committee Report.

Board members were given paper copies of three items relative to Public Affairs:

- 1) The "Push Card" which summarized the library community's 2005 legislative priorities;
- 2) A position paper on local authority and public libraries; and
- 3) A position paper on the difference between school libraries and public libraries.

Progress continues on the work of the Library Funding and Governance Task Force. They have removed the concept of a creation of urban library systems from the draft proposal but have inserted "Recognize libraries serving more than 100,000 population as statewide resource libraries, with a new state appropriation providing additional funding to these libraries." This is a better option for Wichita although it, too, appears to be generating some negative comments from smaller libraries.

The City Council has approved the 2005 Legislative Agenda. Among the issues included are state funding for public libraries and retaining the local authority of library boards. This means that we can make use of City lobbyists in addressing these issues.

Legislative Day will be February 17, 2005 at the Topeka State Capitol. KLA is planning a "Welcome to the Capitol" activity during the first week of the legislative session (perhaps January 11) where each representative and senator will receive information about the library agenda.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, stated no meeting was held in November since the meeting date was Veteran's Day, a City holiday. Ms. Parli noted that the gold card membership is 385 and regular 47, for a total of 432.

Director of Libraries Report

Ms. Berner Harris stated that Lucille Holder would distribute new parking decals to Board members. The decals allow parking in the big lot south of Central.

George Kolb, City Manager, plans on joining us for the January 18 Board meeting.

While visiting Salt Lake City recently, Ms. Berner Harris spent half a day at the Utah State Library learning more about what is available in the way of Braille services through a contract provided by the Kansas State Library. The Utah State Library serves about half of the United States. Upon return to Wichita, Ms. Berner Harris visited Randy Cabral at his office as Director of the Kansas Braille Transcription Institute (KBTI). Mr. Cabral spoke at last month's Board meeting. The conclusion was that both the Library and KBTI share the passion and interest in connecting people with information, and that people like to receive information in a variety of formats, Braille being one of them. However, Ms. Berner Harris feels the needs of our customers wanting Braille services are best met by the services available through the Utah State Library. The quantity of titles in their warehouse is huge. Toll-free telephone service may be used to submit requests with titles often mailed the same day. Ms. Berner Harris has contacted the Information Technology staff at City Hall regarding the need to keep current with adaptive technology for our public access workstations.

Ms. Berner Harris reported a problem with the contract for the Anne Frank exhibit and programming in 2005. The issue involves in which location (Wichita or New York City) any litigation would take place if there were problems with the contract or the exhibit. The City Law Department is insistent that any issues be settled locally. We are hoping that the museum will agree to the contract changes proposed by the Law Department, but that has not yet occurred. Until the contract is executed, the Library cannot finalize scheduling of the exhibit, nor the related programming planned for the spring. It is important that this contract be completed before the end of the year. Because there will not be another library board meeting that will allow review of the contract in time for it to be scheduled on a December City Council agenda, Ms. Berner Harris asked for consensus from the Board that, if the contract is approved as prepared by the Law Department, that she be authorized to forward it to the City Council for approval and the Mayor's signature. A deposit of 25% of the contract amount will be sent along with the signed contract. (A motion on this issue appears under 'Old Business.')

Ms. Berner Harris asked Board members to keep in mind that an executive session would be scheduled for the December meeting to discuss department goal accomplishment for 2004.

Unfinished Business

At last month's meeting, the Planning & Facilities Committee presented information on the strategic plan for library facilities 2005-2015. Board members were mailed copies of the power point presentation. Discussion of the strategic plan was tabled to enable Board members time to review the plan and discuss at today's meeting under unfinished business.

The Planning & Facilities Committee is looking for feedback on some of the concepts outlined in the plan. Ms. Berner Harris visited with the City Manager regarding the plan. Mr. Kolb suggested that instead of focusing on where a new Central Library should be located, the better focus might be how we want the facility to serve the citizens of Wichita. His other suggestion was in relation to Westlink, and that we involve the community's input by going to district advisory boards, neighborhood associations, etc.

The Wichita Public Library Foundation has made an offer to underwrite the costs of a program planner. Tim Moore thought this a good idea. Mr. Layman liked the idea of obtaining the public's comments. Barbara Baker mentioned that Salt Lake City had likewise asked its community for suggestions. Cathy Landwehr suggested that the program planner could research ideas of successful libraries in other communities. Ms. Berner Harris noted that she had visited with Susan Estes via telephone today and noted her hesitancy on the issue of sharing a parking lot with another community type building. At times the sharing of parking with Century II is a problem, so why would we attempt something like that again? Donna Aldrich believes that visiting with neighborhood associations would be a good idea. There are agencies in the community that help with this type of thing, such as the Self-Help Network at Wichita State University. In fact, they are to help with community feedback about the Library's 2005 Summer Reading Program. Tim Moore opined that we should take the WPL Foundation Board's offer of underwriting the cost of a program planner for the development of plans for a new Central Library. Gerald Layman moved (Landwehr) to accept the offer of the Foundation Board for funding a program planner and to have information before the December 21 Board meeting. **Motion carried unanimously.**

Ms. Berner Harris asked for action on the Anne Frank contract. Since Law has reviewed the contract, and if approved by the other party, she would like the Board's permission to submit the agreement to the City Council for approval and processing. Cathy Landwehr moved (Bagby) that the Anne Frank contract be forwarded to the Mayor and Council as appropriate. **Motion carried with Goolsby abstaining.**

Mr. Gillard Cohen was invited to speak regarding the future plans of the library system. Mr. Cohen was a former Library Board member and Chair of the Planning & Facilities Committee. Mr. Cohen expressed that the ideas of a program planner and opening up to the community for ideas and suggestions were good ones and that the Board was on the right track.

Donna Aldrich inquired of the Director what the status was of a tool-lending library at Evergreen. Ms. Berner Harris explained that there was a survey being completed at Evergreen regarding such, and that a report would be presented at next month's Board meeting.

New Business

None.

Announcements

None.

Adjournment

Gerald Layman moved (Bagby) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:54 p.m.

The next regularly scheduled meeting will be December 21, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries