

## WICHITA PUBLIC LIBRARY

### Minutes of a Regular Meeting of the Library Board of Directors

March 19, 2002

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, March 19, 2002. Mr. Tim Moore, President, called the meeting to order at 12:15 p.m. with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Gillard Cohen, Ms. Jane Eshelman, Mr. Ed Koon, Mr. Gerald Layman, Ms. Ronda Limon-Lowderman, Ms. Nancy Ogle, Ms. Helen Parli and Ms. Lois Ruby. Absent: Mr. Randy Brown, Ms. Catherine Landwehr and Mr. Karl Peterjohn. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; Julie Linneman, Coordinator of Programming/Outreach; Larry Vos, Coordinator of Reference Services; Jennifer Heinicke, Special Projects Librarian; Heidi Dressler, Local History Librarian; and Lucille Holder, Administrative Aide II. Also in attendance: Dr. Jim Erickson, President of the Friends of the Library.

During lunch, Kendall Durst, Art, Music & Video Section Manager, talked about the upcoming 16<sup>th</sup> Annual Academy Awards Program. The animated, live action and documentary shorts nominees will be shown Saturday, March 23 at Central, 10:30 a.m. – 5:30 p.m.; Rockwell on Sunday, March 24, 1:00 – 4:00 p.m.; Westlink on Tuesday, March 26, 6:00 – 9:00 p.m.; and at Central, Saturday, March 30, 10:30 a.m. – 5:30 p.m. All shows are free and open to the public and have been very well attended in the past. Originally the only venue in the United States for public screening of the Academy Award Short Subjects, we are now one of three. This year there are more short films from foreign countries, which makes translating an interesting task. As of today, Kendall says that we have received all but one of the thirteen films nominated. The evening show at Westlink is a new addition this year.

Mr. Moore called the meeting to order at 12:15 p.m., a quorum being present.

Minutes of the regular meeting held on February 19, 2002 were presented. Gillard Cohen moved (Layman) that the minutes be approved as presented. **Motion carried unanimously.**

### Finance Committee Report

In the absence of Karl Peterjohn, Chair, Gerald Layman presented the Finance Committee report. Operating Fund Bills in the amount of \$419,218.77; Grant Fund Bills of \$52,379.03; and Memorial & Gift Fund Bills of \$1,066.12 totaling \$472,663.92 for the month of February 2002 were presented, as well as the Financial Report. Mr. Layman moved that the bills and Financial Report for February 2002 be approved and payment authorized. **Motion carried unanimously.**

The shifting of the Friends of the Library Gift & Memorial account to the WPL Foundation has met with approval from all parties involved. Staff will start taking steps to implement this plan.

Budget preparation is underway for submitting revisions to the 2002 budget and a proposed 2003 budget. The City is uneasy about possible state budget cuts by the state legislature for 2003; therefore, we have been asked to prepare the budget with a possible four percent reduction in mind.

### **Operations Committee Report**

Nancy Ogle, Chair, noted the memo in Board packets regarding revisions to photograph duplication fees and policies. Ms. Ogle called upon Heidi Dressler, Local History Librarian, to explain the fees. The digital reproduction fees are new as they reflect the recent availability of photographs available from the Wichita Photo Archives. Wichita State University, the Sedgwick County Historical Museum, and the Wichita Public Library all will handle their own costs. The fee schedule helps bring us closer to consistency with Wichita State University and the Historical Museum rates. Nancy Ogle moved (Bagby) to approve the revisions to photograph duplication fees and policies as outlined in the memo from Heidi Dressler, Local History Librarian. **Motion carried unanimously.**

Ms. Ogle stated that the Grand Opening party for the "Listening to the Prairie" exhibit will be held on Friday, May 3, 2002. Library staff wishes to close the Central Library at 4:00 p.m. in order to allow time for caterers to set up prior to the 5:00 dignitary event. The grand opening remarks will be held at 5:30 p.m. Early closings of this type require action by the Board of Directors. Nancy Ogle moved (Limon-Lowderman) to allow the Central Library to close at 4:00 p.m. on Friday, May 3, 2002. **Motion carried unanimously.**

### **Planning and Facilities Committee Report**

Gillard Cohen, Chair, gave the Planning and Facilities Committee report as follows:

- South Alford Branch: Key Construction has been awarded the construction contract for the Library, as well as three of the five fire stations grouped into this project. Site work for the building should begin shortly, with an opening target date of March 2003.

- Remodeling Projects: The Comotara Branch is closed this week, March 19-22, for remodeling. The circulation desk and carousel shelving will be removed and replaced with traditional library shelving and a more functional service desk. The new arrangement will allow for a small increase in the collections maintained at this branch.
- North Branch: No contractor has been chosen for the North Branch at this time. Gerry Layman stated he brought the Board's thoughts on naming of the North Branch as 'Evergreen' to Council Member Sharon Fearey. Ms. Fearey's response was that it sounded good. Cyndi Berner Harris had shared the same with the City Manager who appears comfortable with the name. No formal action has been taken at this time.

### **Public Affairs Committee Report**

In Randy Brown's absence, Tim Moore reported there were several bills currently before the Legislature regarding funding and re-districting which staff will monitor.

Mr. Moore, Ed Koon, Cyndi Berner Harris and Jennifer Heinicke, Special Projects Librarian, attended the Kansas Library Association Legislative Day in Topeka on February 21. The library associations had a good turnout. Kansas Library cards were handed out to all the legislators present.

The Trustees-Friends Day at the Kansas Library Association Conference is April 4 at Century II. Trustees are invited to all conference events, particularly those sponsored by the Kansas Library Trustee Association. Registration fees will be paid for any Board members interested in attending the conference.

### **Director of Libraries Report**

Ms. Berner Harris reported that the WPL Foundation has determined their official endowment distribution income from NEH (National Endowment for the Humanities) and Campaign for Books as \$137,512. This figure is higher than last year, yet down from what was expected due to the downturn in the stock market.

The barcode conversion project went very well, thanks to great planning on the part of WPL staff. Six days of possible down time were projected; however, we were only down for two and half days. Thanks are due Randy Harrison, Dynix System Administrator, for his hard work. He has only been on staff here since the first of the year.

The changes in the Internet policy and procedures were implemented and are running smoothly.

The annual Volunteer Recognition Luncheon will be held April 15 at Botanica with Anita Cochran, Channel 3 news anchor, as guest speaker. Board members will receive invitations in the mail.

Julie Linneman, Coordinator of Programming/Outreach, is hard at work on the Levand project which underwrites funding for future Summer Reading Club programs. She is working on contracts with performance artists.

Ms. Berner Harris and Ginny Ray, Coordinator of Customer Service, attended the Public Library Association Conference in Phoenix last week. They gleaned good information from the conference. Of note was one library representative from Richland, British Columbia, which is the library system that has a branch model we have used for the Alford Branch. Also interesting was a branch library in Maricopa County which they visited and which does 94 percent of their circulation through self-check machines.

Ms. Berner Harris asked the Board to begin to consider the future of the Aley Branch Library. Since the present Seneca Branch will move to the new South Alford Branch, the Aley Branch might be consolidated as well. The Aley Branch, as one of the two school branches, is one of the most underused in the library system. The schools have become more crowded over time and therefore we have lost space for our collection and programs. Mr. Cohen asked what would happen to the books we have at Aley. He suggested talking with the school and offering books they would like to keep. Ms. Berner Harris stated one option would be to leave an extension rotating collection. Ms. Limon-Lowderman, a librarian at North High School, stated the school system would probably not want to circulate public library materials. Ms. Berner Harris believes the proximity to the new South Alford Branch makes this move appealing, as well as providing a higher quality of service to the affected population. Ed Koon cited that the computers at the Stanley Aley neighborhood City Hall are underutilized. Ms. Berner Harris stated that the City Manager and Council Member Gale would be apprised of this issue. Lois Ruby cited that her concern was that the school district be advised before this issue becomes public. Gerry Layman reminded Board members that the long-range goals for the library are to have one Central and four regional branches. Gillard Cohen moved (Limon-Lowderman) to approve that library staff consider in their future budgets the relocation and consolidation of Aley into the South Alford Branch. **Motion carried unanimously.**

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements**

None.

### **Adjournment**

Gillard Cohen moved (Layman) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:00 p.m.

**The next regularly scheduled meeting will be April 16, 2002.**

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries