

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

August 20, 2002

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, August 20, 2002. Mr. Gillard Cohen, First Vice President, called the meeting to order at 12:00 p.m. with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Karl Peterjohn and Ms. Lois Ruby. Absent: Mr. Randy Brown, Ms. Jane Eshelman, Ms. Ronda Limon-Lowderman and Mr. Tim Moore. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; Seif Al-Shaer, Operations Section Manager; and Lucille Holder, Administrative Aide II. Also in attendance: Dr. Jim Erickson, President of the Friends of the Library.

In the absence of Tim Moore, President, Mr. Cohen, First Vice President, called the meeting to order at 12:00 p.m., a quorum being present.

During lunch, Kendall Durst, Art, Music and Video Section Manager, spoke regarding the library's new DVD collection. Approximately 200 DVDs are on order or circulating in the system. Since patrons have been requesting them for some time, they are very popular. The video collection is still being added to and will remain a priority. Videos cost approximately \$100 each, whereas DVDs cost \$20 or \$30 each. Mary K. Bird-Guilliams, Coordinator of Collection Development, commented that another advantage of DVDs is that they allow one to toggle over to Spanish speaking. The Board thanked Kendall for the interesting presentation.

In the absence of Tim Moore, President, Mr. Cohen, First Vice President, called the meeting to order at 12:12 p.m., a quorum being present.

Cynthia Berner Harris introduced Cheryl Frank, the City's Director of Training since March 2002.

Minutes of the regular meeting held on July 16, 2002 were presented. Nancy Ogle moved (Bagby) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Karl Peterjohn, Chair, presented the Finance Committee report. Operating Fund Bills in the amount of \$399,967.32; Grant Fund Bills of \$38,123.76; and Memorial & Gift Fund Bills of \$1,885.20 totaling \$439,976.28 for the month of July 2002 were presented, as well as the Financial Report for July 2002. Mr. Peterjohn moved that the Financial Report

and bills for July 2002 be approved and payment authorized. **Motion carried unanimously.**

One invoice exceeding \$10,000 required Board approval. The invoice is from epixtech, Inc., for hardware and software maintenance for the Dynix system for July 1, 2002 – June 30, 2003, in the amount of \$50,638.92. Mr. Peterjohn moved that the epixtech invoice be approved and payment authorized. **Motion carried unanimously.**

For information purposes, Mr. Peterjohn noted that the State funding cuts could have an impact of possibly 4% on state aid. There will be a delay in the releasing of funds; an example being interlibrary loan funding which won't be released until September 30, which is later than usual.

Operations Committee Report

Nancy Ogle, Chair, noted the handout at today's meeting titled "Library Employee In-Service Training Proposal." The proposal is to close all Wichita Public Library locations on Monday, October 14 (Columbus Day) so that library staff and volunteers can participate in a daylong customer service training event. The Library Board and the City Manager need to approve the in-service training. The goal is to reinforce good customer service. Cheryl Frank, City Training Director, stated that customer service training is a huge initiative throughout the City. Board member Cathy Landwehr, speaking as a Sedgwick County employee, noted that the County annually closes on Columbus Day for in-service training. The Library has never held an in-service day. Municipal Court recently held a weeklong training session. Of the Library's 149 employees, 98 are full-time. The goal is to have all full-time employees attend and as many part-timers and volunteers as possible. Nancy Ogle moved (Layman) that all library locations be closed on Monday, October 14 (Columbus Day) so that a daylong customer service training be held at the Central Library. **Motion carried unanimously.** Ms. Frank will meet with Mr. Chris Cherches, City Manager, next Wednesday, August 28, regarding the proposed in-service day for the Library.

Planning and Facilities Committee Report

Sarah Bagby gave the Planning and Facilities Committee Report as follows:

Evergreen Branch

- Construction continues on schedule. The exterior walls have been sandblasted to remove the murals and much of the revised entry is now in place.
- The request for bids for furniture and equipment for the building is on the street. Bids will be opened on August 23.
- Bids for the materials security system will be opened on August 30.
- Applications for the two Librarian positions are currently being received. Recruitment for the other positions will begin soon.

Cathy Landwehr asked about the status of Head Start moving in for the start of the school year. Ms. Berner Harris stated that the move-in was postponed as Head Start decided they did not want their students in the building while still under construction. Ms. Landwehr asked how the committee was coming along to transition from the Minisa and Marina Lakes to the Evergreen Branch. Names of citizens from these neighborhoods interested in this issue were gathered from Board members Gerald Layman, Cathy Landwehr and Ronda Limon-Lowderman. Jennifer Heinicke, Special Projects Librarian, will schedule an advisory meeting with these District 6 citizens to meet with library staff at the Evergreen Neighborhood City Hall. Items for discussion will be:

1. Gain ideas to help promote awareness of the changes taking place. After the newspaper article about the merging of the two libraries into Evergreen, there have been some dramatic responses in regards to emotions of citizens, particularly to the closing of Minisa;
2. Gain ideas for ways to handle the Grand Opening event;
3. How can we help the people who have really strong ties, particularly to Minisa, to get some closure and make the move a positive emotion?

Alford Branch

- Construction remains on track. Ms. Berner Harris will meet with the interior design team tomorrow, August 21, to review the first draft of specifications for furniture and equipment, and on Friday, August 23, with the architect and an engineer to discuss the building security system.

Public Affairs Committee Report

In Randy Brown's absence, Lois Ruby gave the Public Affairs Committee report.

Mike Taylor, City Government Relations Director, is soliciting items for the City's 2003 Legislative Agenda. The Library normally sends information on state grants-in-aid funding. If the Board has ideas beyond that, we will need to provide them to Mike before August 30.

Ernie Garcia, the City's Federal Relations Coordinator, is collecting information for federal legislative requests. These are to become part of a master list of endorsed City requests. The deadline for submissions in this area is August 22.

Director of Libraries Report

The proposed "Book It" corner in the Evergreen Branch honoring Eunice Ellis has been downscaled to a custom corner unit with signage and children's materials that Ms. Ellis favors. The original design came in at three times the \$5,000 contributed from Pizza Hut.

Signage, or lack of, at the front of the Central Library has often been a complaint for people not familiar with the city. The Wichita Public Library Foundation has solicited bids for adding the words "WICHITA PUBLIC LIBRARY" to the front of the building. The Foundation is going to gift the signage to the library in celebration of the nearing completion of the NEH (National Endowment for Humanities) challenge grant. Since the Central Library sits across from the Historical Museum and therefore in an historic district, the signage was granted approval by the City Historical Preservation Board.

The Digital Library held a meeting recently and is in receipt of a \$15,000 state grant which will help all three institutions (WSU, Historical Museum, and Wichita Public Library) to allow for equipment, training and expansion to 1,000 images. The Hal Ross Foundation has granted \$15,000 to allow for additional growth. The County has offered server space for this project at no charge. The positive comments on this project continue.

Julie Linneman, Coordinator of Programming/Outreach, will meet with partners in the 2003 Summer Reading Program funding by the Levand Trust. A meeting will be held next week in which representatives from all public libraries in Sedgwick County will discuss interest in a cooperative application for the 2003 Summer Reading Program funding.

Jennifer Heinicke, Special Projects Librarian, will host high school counselors in September to demonstrate the new LearnATest product which is a tool for students to practice for various tests, such as ACT, SAT, etc.

A 'Request for Reconsideration' has been received from a patron for the book entitled "Anastasia Has the Answers" by Lois Lowry. A committee will be formed to discuss and decide the outcome of this request.

The retirement of Ola Mae Sanders, Maya Angelou Branch Manager and 40-year employee, was announced today. Her replacement will be Jean Pouncil-Burton, who will transfer from the Marina Lakes Branch.

The Friends Bookstore has a change coming in that Barbara Melzer, Manager of the Bookstore, will be leaving as of the end of October. Dr. Jim Erickson, President of the Friends of the Library, stated that a sub-committee of the Board was meeting at 2:00 p.m.

today to discuss the rules by which a replacement will be found, issues of money, ads, applications, and questions to ask the interviewees.

Karl Peterjohn asked the Director to explain the comments she referred to receiving regarding the closing of Minisa and Marina Lakes. Ms. Berner Harris stated that staff at the two branches had received some comments from citizens who do not want to see the branches close. More comments were received regarding Minisa than Marina Lakes. The comments are perceived to be more emotional in nature than anything. One patron stated

she was the first customer at Minisa some 40 years ago. All the present staff at Minisa and Marina Lakes, with the exception of Jean Pouncil-Burton transferring to Maya Angelou, will be going to Evergreen. Lois Ruby suggested contracting a City bus or trolley to take citizens from Minisa and Marina Lakes to the grand opening of Evergreen.

Unfinished Business

None.

New Business

Karl Peterjohn spoke on behalf of the Nominating Committee consisting of himself, Ed Koon and Helen Parli. He thanked Mr. Koon and Ms. Parli for their participation in this process. Two Board members expressed interest in the office of President – Gillard Cohen and Tim Moore. Secret ballots were distributed with the count in favor of Tim Moore. Two Board members also expressed an interest in the office of Secretary – Sarah Bagby and Randy Brown. Secret ballots were distributed with the count in favor of Sarah Bagby. The Committee had only one name for the remaining offices, and there were no nominations from the floor. Therefore, the following are the officers for 2002-2003:

President Tim Moore

1st Vice President Gillard Cohen

2nd Vice President Gerald Layman

Secretary Sarah Bagby

Treasurer Karl Peterjohn

Committee assignment preferences for 2002-2003 were handed out at the meeting. Board members completed the form and returned to Lucille Holder, Administrative Aide II, at

the end of the meeting. The list of committee assignments will be distributed at the September 17 Board meeting.

Announcements

Barbara Baker distributed brochures regarding the School Library Advocacy Group of Wichita, Inc. The purpose of the group is to support the needs of school libraries. A community garage sale will be held to benefit the group on September 12 & 13 in the 400 block of North Terrace. Board members are welcome to donate items for the sale. As a member of the Board of this group, Ms. Baker believes it a great support for public school libraries.

Dr. Jim Erickson inquired about an article in a newspaper recently regarding John Ashcroft and accessing library patron records. He wondered if our library has a policy regarding this issue. Ms. Berner Harris stated that the Library does have a policy regarding access to patron records and the City Law Department has offered additional clarification to library staff regarding handling of requests for information under this USA Patriot Act.

Adjournment

Karl Peterjohn moved (Layman) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:10 p.m.

The next regularly scheduled meeting will be September 17, 2002.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries