

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
October 21, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, October 21, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Ms. Jane Eshelman, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, Mr. Randy Yeisley, and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown, Mr. Tom Engelmann, and Ms. Evelyn Neier.

Staff Present: Jennifer Allen, Administrative Aide II; Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Barbara Butts, Library Assistant III; Glenda Cherry, Library Assistant IV; Rex Cornelius, Electronic Resources Manager; Michael Eledge, Library Assistant III; Sharon Eledge, Library Assistant III; John Ellert, Digital Services Manager; Julie Linneman, Programming/Outreach Manager; Jennifer Martin, Library Assistant IV; Patti Meserve, Library Assistant IV; Tammy Penland, Support Services Manager; Jaime Prothro, Customer Service Manager; Deb Simpson, Comotara Branch Manager; Chuck Smith, Library Assistant I; Marsha Stenholm, Library Assistant V; and Larry Vos, Reference Services Manager.

Guests Present: Ed Martin, Public Works Department Building Services Division Manager and Kirk Jurgensen, Gossen Livingston Associates, Inc.

Staff Presentation

Director Berner Harris stated that the City of Wichita only recognizes employees at their 10 and 25-year anniversaries. The Human Resources Department asked that departments also start recognizing employees at the 30 and 35-year marks. She introduced Jennifer Martin, Chair of the Social Event and Recognition Team who helped with this initial service award presentation to Library staff. Employees recognized for 30-34 years of service included: Michael Eledge, Rockwell Branch Library; John Ellert and Rex Cornelius, Digital Services Division; Chuck Smith, Glenda Cherry and Kerry Roll, Technical Services Section; and Deborah Simpson, Comotara Branch Library. Each received a crystal paperweight. Larry Vos, Reference Services Division Manager, was presented with globe bookends for his 35 years of service while Marsha Stenholm was presented with a crystal biscuit jar for her 37 years of service. All awards were engraved with the Wichita Public Library logo, the employee name, and years of service. Board members thanked these employees for their dedication and years of service to the Library.

Marge Zakoura-Vaughan arrived.

Nancy Ogle, President, called the meeting to order at 12:15 p.m., a quorum being present. She asked for a motion to amend the agenda to include three items, a SCKLS FY2008 budget revision, an ILDP FY2009 budget adoption, and the Memorandum of Agreement for the Planeview Community Library. Susan Estes moved (Roberts) to amend the agenda to include the three items. **Motion carried unanimously.**

Introductions

Ed Martin, Building Services Division Manager and Kirk Jurgensen, Gossen Livingston Associates, Inc. were introduced.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 16, 2008 were presented. Randy Yeisley pointed out that he was not included in those present at the meeting. Nancy Ogle stated that a word was missing on page 4 from the last sentence before Public Affairs. Steve Roberts moved (Eshelman) to approve the minutes as amended. **Motion carried unanimously.**

Minutes of the special workshop session held on October 7, 2008 were presented. Evelyn Neier moved (Roberts) to approve the minutes as written. **Motion carried unanimously.**

Finance Committee Report

Steve Roberts gave the Finance report.

Mr. Roberts made a committee motion to approve the Finance report and bills for September 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$736,603.21; prior year Grant Fund Bills of \$8790.13; 2008 Grant Fund Bills of \$44,871.25; and Gift & Memorial Fund Bills of \$1,132.91 for a total of \$783,486.50. **Motion carried unanimously.**

The Library subscribes with Newsbank for online, full-text access to the Wichita Eagle archives. In an expansion from previous subscriptions, the renewal provides remote access from homes of Library customers. The base subscription reflects an increase of 3% over the cost of the previous year (from \$12,395 to \$12,770). The cost of expanding the access is \$1,826. The terms of the license renewal, including sections related to home use, have been reviewed and approved as to form by the Department of Law. Mr. Roberts made a committee motion to approve the renewal of the subscription with remote access as proposed by staff. **Motion carried unanimously.**

The Library's second portion of its grant from the South Central Kansas Library System has been received and is \$10,859 larger than expected. Staff proposes a budget revision to incorporate that additional revenue and to realign existing expenditures lines. Increases in spending will help to offset personal services overages of the Talking Books Service, add mileage for staff traveling to regional library meetings and to dedicate a significant portion of the funds toward remodeling of the Orchard and Linwood branches. Decreases come from membership dues and travel savings. Mr. Roberts made a committee motion to approve the SCKLS FY2008 budget revision as proposed by staff. **Motion carried unanimously.**

The State Library has distributed Interlibrary Loan Development Grants. The FY09 award

reflects a 14% decrease over the previous year as a portion of the program funds have been realigned toward a statewide courier service. Previous restrictions on the use of the funds into specific subject categories have been eliminated. Guidance from the State Library is that funds be used toward most often requested items. The Library's specific plan to fulfill this guideline has not yet been developed, but it is important to adopt a preliminary budget in order to allow staff to deposit the grant award. Staff proposes a 10% set aside for supply costs with the remaining 90% to be used for the purchase of materials. A more specific purchase plan will be provided at next month's meeting. Mr. Roberts made a committee motion to adopt the ILDP FY2009 budget as proposed by staff. **Motion carried unanimously.**

Operations Committee Report

Jane Eshelman gave the Operations Committee Report.

Mrs. Eshelman reported that this is the month in which we need to designate holiday closing hours for Christmas and New Years. The "eves" are on Wednesdays with the observed holidays on Thursdays. It is recommended that the Library close at 2:00 p.m. on Christmas Eve and at 5:00 p.m. on New Year's Eve. Libraries not normally opening until 11am on those days (Maya Angelou NE and Orchard) would open at 10am, allowing 4 hours of public service in all locations on Christmas Eve and 7 hours on New Year's Eve. Mrs. Eshelman moved (Landwehr) to approve the closings as recommended. **Motion carried unanimously.**

The Library has received all of the paperwork needed to start loans from the Family History Center affiliate program. Concepts were presented for the operational procedures for this new service to the Library's Leadership Team and they have been approved. Because the Library intends to pass the charge of the rentals through to customers, this will require a policy action from the Board. Staff has talked and determined that instead of adding this information into the circulation fee schedules, a separate policy similar to that that exists for the Wichita Photo Archives is a better option. This will be brought to Operations and the Board in November. The Continuity of Operations Plan will also be ready for endorsement. The City's push for records retention policies seems to have slowed a bit, so it is unknown when that policy will be ready for Board review.

The Library has "gone live" on Polaris as of Friday, October 17th. More policy refinements are expected as the Library settles into Polaris and starts to add on new functionality, but most of that will likely happen after January 1.

Planning & Facilities Committee Report

Donna Aldrich gave the Public Affairs Committee Report.

With the rain, the Library had the standard basement leaks at Westlink plus a new one in the meeting room, the stubborn leak in the Art, Music & Video Section of the Central Library and the waterfalls, as the word leak just does not do it justice, at the entrance and throughout much of the west side of the Linwood Branch. Public Works was called and Library staff was told that they believe they have finally found the source of problems at Westlink. Some repair plans are being drawn up with work expected to begin as soon as the ground is dry enough. At

Central, the maintenance crew is trying to stay ahead of the increasing holes in the roof membrane. Work to replace the Linwood Recreation Center roof remains unscheduled at this time.

The Rockwell branch is still waiting for the arrival of the new lounge chairs and shelves. Some of these will replace the ones damaged in the “drive through” with additional units purchased with endowment funds. This will result in a repaired and remodeled area for new books, magazines and media. It also allowed for extra media bins from Rockwell to be brought to the Central Library Art, Music & Video section where they have been used to expand the shelf space for music CDs and DVDs. The Art, Music & Video Section is worth a look. In the rearrangement, extra pieces of furniture were added and aisles were widened, yet the perception is that the space has been increased rather than decreased. The Library is pleased with this staff plan that was accomplished at no cost other than the staff time moving items during the rearrangement.

Plans remain on schedule for the rearrangement of the Wulfmeyer Special Collections Center. Most of the work will likely be completed during the first week of December.

Public Affairs Committee Report

In the absence of Randy Brown, Melissa Alley gave the Public Affairs Committee Report.

Ms. Alley reported that no meeting was held in the last month.

The Kansas Library Association Governmental Affairs Committee (GAC) has designated Thursday, February 19th, 2009 as Library Legislative Day. Martin Hawver has reported that the Legislative Coordinating Council is banning booths, chairs, tables, etc. during the 2009 legislative session due to the state of construction work in the Capitol. We’re not sure how that will impact the plans for Library Day. The Director has read that many groups will be moving to basement rooms in the Docking State Office Building or to the Dillon House west of the statehouse on 9th street. GAC meets Friday, October 24th so more may be known after that meeting.

Staff continues to be thrilled by the amount of media attention The Big Read – Wichita is receiving. The Eagle’s variety of coverage (ads, articles, blogs, etc.) seems to be particularly beneficial. The Director did a NewsTalk Session at KWCH about The Big Read on Saturday morning. Staff reports overhearing conversations about the book and the Library programs while they are out and around the community. Anecdotally, at least, the program seems to be not only a big read, but also a big hit.

At last month’s meeting, board members were asked for feedback about an initiative of the city to move all departments to use of www.wichita.gov as the sole advertised access point to electronic information. The Director has taken the responses and has continued the dialog with Assistant City Manager Cathy Holdeman and the Communications Team. The Library has agreed to eliminate all references to www.wichita.lib.ks.us in promotions that run on City7 and has replaced the library-specific news release letterhead with a style sheet supplied by the Communications Team. The City Manager’s Office has agreed to allow the Library to

continue to use the Library-specific URL until a new City website is designed and released, although www.wichita.gov must always appear first in the listings. The Library logo may also continue to be used but never without the City logo as well. Jennifer Heinicke has agreed to be part of a staff team that will be working on the www.wichita.gov site redesign. This agreement will remain in place until the [wichita.gov](http://www.wichita.gov) website redesign is completed.

Special Committee Reports

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

- The Friends of the Library Board of Governors met Thursday, October 9th. The Board spent time in final planning for their Barnes & Noble Bookfair on October 18th and discussing some concerns that had been raised about backlogs of donations and missed shifts in the bookstore.
- Six Good Samaritan requests were received and approved.
- Membership continues to grow. As of the end of September, the Friends had 820 members, including 27 platinum and 741 gold card members.

Library Foundation – Nancy Ogle gave the following information:

- The Library Foundation Board met on October 3.
- There was discussion on what was happening in the stock market since the Foundation has many investments.
- The Excerpts Newsletter, including a direct mail fundraising initiative by the Foundation, has been mailed. The first response donation was received yesterday.
- Marge Zakoura-Vaughan added that the whole slate of recommended Foundation members was approved.
- The next meeting will be in December.

Wichita Genealogical Society – Barbara Baker stated the general meeting was last Saturday at Alford with 48 people present. The main topic of conversation was land patents. The Salt Lake City trip last month was a great success with 44 people participating.

Director of Libraries Report

- The Director thanked Ed Martin, Building Services Division Manager, for his help with all of the building leaks.
- Although the Polaris migration has not been smooth, it is progressing well. The main problem has been networking issues. Staff has noticed that more people have been using the catalog work stations inside library facilities since the new catalog was released.
- All is going well with The Big Read - Wichita.
- The Cowgirls exhibit is on display in the Auditorium.
- The Library is hosting a focus group on health information for the University Of Kansas School Of Medicine. Flyers about the session were distributed with board members encouraged to contact Ken Warner in the General Reference Section if they are willing and able to be part of the focus group.
- There has been significant progress at the Northeast branch on parking during the WSU

basketball games. Lt. Nolte from Patrol North has helped with a parking plan. When games conflict with Library service schedules, the 21st Street entrance to the Angelou parking lot will be barricaded with a sign directing customers to enter through the South entrance. That entrance will have a sign stating that parking is for Library customers only and that others will be ticketed. Library employees will be scheduled to monitor this parking lot entrance and to make note of those parking and not going into the Library. Police will then ticket these cars. This system will be tested with the women's exhibition game on November 9th.

- Staff has also been working with the Wichita Symphony staff on similar issues of street closures during Young People's Concerts that disrupt access to the Central Library curbside book drop and the loading dock/garage.

Unfinished Business

None

New Business

A request for reinstatement was received from Arlis R. Gladney, a library customer who was permanently banned due to repeated misconduct and threats to other patrons. A certified letter was sent to Mr. Gladney on October 14th, 2008 letting him know the issue would be discussed at this meeting and inviting him to attend. Mr. Gladney was not present. Mr. Yeisley asked if there was precedent in handling these kinds of requests for reinstatements. Director Berner Harris noted this is the first request for reinstatement requiring Library Board action. She added that on reinstatement requests that she is empowered to review, information that confirms an understanding by the customer of why the behavior(s) that led to the banning are unacceptable and details of what the person has done to demonstrate a deliberate effort to ensure that behavior would be different if privileges were reinstated weigh heavily in her decision-making. Mrs. Alley pointed out that the Library had likely lost several other customers due to his behavior and that it is not fair to them, or future users, if he be allowed to return. Several Board members noted that Mr. Gladney's letter requesting reinstatement did not include anything to indicate that he understood why the behavior that resulted in the loss of privileges is unacceptable in Library facilities or the steps he had taken to make sure this kind of behavior would not happen again as is required in Library Policy CUS-002 (Reinstatement of Library Privileges) adopted 11/16/2004. Cathy Landwehr moved (Alley) to affirm the banning as issued and to deny the request for reinstatement. **Motion carried unanimously.**

A draft of a request for proposals (RFP) for Central Library programming services was included with the board packets. The Director reviewed the draft and answered questions along with Ed Martin, Building Services Division Manager. The Director stated that she will ask permission from the City Manager to allow a variance in the screening committee so that Library Board members will be represented on this panel. Once staff has ensured that the Library Board is comfortable with the information being requested from potential firms, a request to release the RFP will be taken to the City Council as a new business item. This might happen as soon as November 4. Randy Yeisley stated that he is an Engineer and volunteered to help in any way he is needed. Randy Yeisley moved (Roberts) to endorse the language of the RFP as presented in the draft and to direct staff to ask the City Council for permission to

release. **Motion carried unanimously.**

The Memorandum of Agreement for the Planeview Community Library was passed out to each board member. This agreement is an annual updating of the terms of operation for the Planeview Community Library. Changes from the agreement for the last year are minor, reflecting primarily date changes. Jane Eshelman stated that the agreement has been approved as to form by the Law Department. Nancy Ogle asked for clarification on the statement about fees on page 5 of the agreement. The Director explained that this was to ensure that library users with outstanding fees would not be able to use the Planeview Community Library in order to avoid paying the fees at other Wichita Public Library branches. Jane Eshelman moved (Zakoura-Vaughan) to endorse the Memorandum of Agreement as written and to direct staff to forward to the City Council with a recommendation for approval. **Motion carried unanimously.**

Several board members will reach their eight-year term limit next June. These members include Barbara Baker, Helen Parli, Cathy Landwehr, Randy Brown, Nancy Ogle, and Jane Eshelman. Ms. Ogle asked that board members be thinking of people to recommend as their replacements.

Announcements

None.

The meeting was adjourned at 1:15 p.m.

The next regularly scheduled meeting will be November 18, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries