

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
December 19, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, December 19, 2006 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Mrs. Susan Estes.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; John Ellert, Support Services Administrator; Julie Linneman, Programming/Outreach Administrator; Jennifer Heinicke, Special Projects Librarian, Seif Al-Shaer, Administrative Assistant.

Guest: David Frain, Executive Director, Wichita Public Library Foundation.

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

Minutes of the regular meeting held on November 19, 2006 were presented. Marge Zakoura-Vaughan moved (Engelmann) that the minutes be approved as presented. **Motion carried unanimously.**

Jennifer Heinicke, Special Projects Librarian, gave the staff presentation, describing the 2007 Program Calendar highlights. The Library has received a \$25,000 Cultural Arts grant from the City of Wichita to improve and enhance the quality of the public relations materials made available to the public. Instead of separate quarterly tri-fold fliers on plain paper for each level of program, the new fliers will be produced monthly and include all levels of available programs, providing library customers with one-stop shopping for their programming needs. The new fliers will be in color and be printed on glossy paper. Since they will be coming out monthly instead of quarterly, they will be much more responsive to last-minute changes and additions and will ease the burden imposed on staff at the service desks regarding the number of different fliers which must be maintained. We expect to see an expanded marketing effort.

Finance Committee Report

Jerry Layman moved that the Finance report for November 2006 and the bills be approved as presented on the agenda: Operating Fund Bills in the amount of \$585,718.04; 2006 Grant Fund Bills of \$33,755.00; Prior Year Grant Fund Bills of \$988.57; and Memorial & Gift Fund Bills of \$2,787.53 for a total of \$623,249.14. **Motion carried unanimously.**

Mr. Layman reported on behalf of the committee that projections show that the library will end the year about \$400,000 in the black; that is about six percent of the total general fund budget. Savings in the personal services lines account for most of the savings.

Library staff are beginning to prepare the Service Adjustment Plans for the next budget cycle. The Finance Committee reported on staff plans to request additional positions for areas that

will enhance outreach efforts as well as provide assistance to service areas currently showing severe signs of understaffing. Specific proposals will likely include a librarian/juvenile materials print selector, a part-time library assistant at the Maya Angelou Northeast Branch, a librarian/media selector, a part-time clerical aide at Rockwell, an adult outreach librarian, a library assistant at Westlink, and a part time library assistant in Genealogy/Local History. Additional adjustment plans are being prepared to increase the materials budget and to add security officers to cover the half-day each week not now covered as well as to continue security coverage during officers' vacation and training days. The Library will also be supporting requests from those city departments providing maintenance, Central Library utilities, and landscaping services to the library, as their budgets have not kept pace with the cost of providing services. In response to a question, the Director briefly explained that the Service Adjustment plans go to city employee Strategy Teams for analysis and evaluation before presentation to the City Manager.

Mr. Layman made note of the semi-annual Travel Report, included in the packets.

In the last committee item, Mr. Layman informed the Board of a \$15,000 grant opportunity from the State Library of Kansas to purchase a video conferencing system for installation in the Auditorium. This would permit the library to make use of video training opportunities. It may also afford opportunities for revenue generation through the expanded meeting room capabilities. On behalf of the Committee, he requested a motion that the grant be accepted, subject to legal review and approval of the proposed contract. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

- Proposed changes to the Customer Code of Conduct are still under review in City Law Department.
- The Library has received a Memorandum of Understanding from the Public Works Department outlining what maintenance services they will provide and clarifying requests and need that the Library will be expected to cover from its budget. The Director stated that she has talked with the Buildings Services Director about several concerns. They have agreed to postpone any further review/action until after the first of the year.
- The Library has a proposed agreement from the Kansas State Library that would provide funding to allow setting up a meeting room as a video conferencing site. It, too, is in Law pending review.

Planning & Facilities Committee Report

Evelyn Neier, Chair, gave the Planning & Facilities Committee report:

- Cynthia Berner Harris is still working on edits of the library master plan final draft.
- The carpet for the first floor of the Central Library is on order; installation should occur sometime after the first of the year.

Public Affairs Committee Report

Randy Brown, Chair, gave the Public Affairs Committee report.

- In last week's meeting the Committee heard the wonderful news that the library has received the \$25,000 Marketing Grant. We are exploring the possibility of creating a Marketing/PR internship position through the WSU Elliott School of Communication. Details have yet to be worked out. We need to do some reworking of the mission statement and how it can relate to an image message as we seek a re-branding theme for the library. The Director will be talking with David Frain to get his thoughts on ways we might leverage our PR dollars through matching grants/special rates he might help us get through his network of contacts.
- There is no legislative news. We are waiting to see the new lists of committee assignments in the Kansas House and to learn how our local delegation may be placed on the committees that work library bills. Legislative Day is Thursday, February 15.

Special Committee Reports

Friends of the Library – Helen Parli stated that they did not meet and thus there was no report.

Library Foundation – David Frain reported that last month the Foundation brought in \$5000. He stated there will be a fundraiser in conjunction with the visit by author Jill Connor Browne. The event will be Tuesday, January 23, 2007, at the Orpheum. Individual tickets will be \$75.00 and Mr. Frain encouraged Board Members to attend. The event is being done in partnership with Watermark Books. He also mentioned that similar plans are in the works along with an appearance of Mr. David Parks, son of Gordon Parks, who will be in Wichita on January 31.

Wichita Genealogical Society – Barbara Baker stated there was no business meeting this month.

Director of Libraries Report

Yesterday was the retirement day for Lucille Holder and the start of the transition period leading to the new Administrative Aide. The initial candidate field of sixteen has been winnowed to four. Interviews should take place soon after the first of the year, promising the chance that the appointee will be ready to assume duties in time for the January meeting.

We are still receiving applications to replace Customer Service Administrator Ginny Ray. The application window will remain open past the first of the year.

Two employees of the Wichita Police Department have begun duty as library security guards. There are still some gaps in their schedule, but so far this transition has gone very smoothly.

The Self Help Network evaluated the 2006 Summer Reading program and found that families

remain every bit as pleased this year as they were last year. They evaluated three different library sites (Central, Alford, and Rockwell) and found consistent results as even improvements over last year's program. Copies of the findings were distributed to board members.

Copies of results of a survey of people who have participated in technology training classes were also shared with the Board.

Unfinished Business

None.

New Business

Tim Moore moved (Brown) that the Board recess into executive session to consider personnel matters of non-elected staff and to return to the Board Room no earlier than 12:50 p.m.. **Motion carried unanimously.**

The Board came out of executive session at 1:00 p.m.

In the matter of the annual evaluation of the Director of Libraries, President Moore reported the appreciation of those present for the performance of the Director and Library staff during the past year. Randy Brown moved (Landwehr) that the board write a letter to the City Manager expressing the unanimous opinion of the Board and strong support that the Director receive no less than the mid-point of the current range with total adjustment as ordinary and expressing the reasons why the Board believes that she is currently under-compensated. **Motion carried unanimously.** Individual Board Members may add personal letters supporting the Board action.

Announcements

None.

Adjournment

Nancy Ogle moved (Brown) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:04 p.m.

The next regularly scheduled meeting will be January 16, 2007.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries