

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

July 15, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, July 15, 2003 with the following present: Ms. Barbara Baker, Mr. Randy Brown, Mr. Gillard Cohen, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Gerald Layman, Ms. Ronda Limon-Lowderman, Mr. Tim Moore, Ms. Nancy Ogle, and Ms. Helen Parli. Absent: Ms. Sarah Bagby, Mr. Ed Koon and Ms. Cathy Landwehr. 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; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II. Also in attendance: Ms. Carol Nazar, Wichita Public Library Foundation Executive Director; and Mr. Karl Peterjohn, former Library Board member.

During lunch, Rex Cornelius, Electronic Resources Manager, demonstrated iPAC, the soon-to-be-released on-line catalog. Our current web based-catalog, WebDoc, is five years old, uses Java technology that limits its accessibility and can be confusing to use. A limited test group of library customers including several former employees have given the on-line catalog a good review citing it is more modern looking and gives more extensive bibliographical information including reviews, outlines and book excerpts. The catalog is tentatively planned for full release in August. Ronda Limon-Lowderman said it was very impressive and could be mastered and used more by school students because of its easy 'searchability'.

Tim Moore called the meeting to order at 12:18 p.m., a quorum being present.

Matt Goolsby was introduced as a new Board member appointed by Council Member Gray.

Mr. Moore thanked Karl Peterjohn for his service on the Board, and the Finance Committee especially, for the past eight years, noting his particular expertise serving on the Finance Committee. Mr. Peterjohn said he was sorry he had to miss last month's Board meeting and came today to express his pleasure at having served on the library board and enjoyed serving with Library Board members and staff.

At this time (12:22 p.m.), new Board member Susan Estes entered the meeting and was introduced as an appointee of Mayor Mayans.

Minutes of the regular meeting held on June 17, 2003 were presented. Gillard Cohen moved (Limon-Lowderman) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Tim Moore presented the Finance Committee report. Operating Fund Bills in the amount of \$427,120.18; Grant Fund Bills of \$49,957.70; Prior Year Grant Fund Bills of \$3,258.67; and Memorial & Gift Fund Bills of \$2,045.02 totaling \$482,381.57 for the month of June 2003 were presented, as well as the Financial Report for June 2003.

Mr. Layman moved that the Financial Report and bills for June 2003 be approved and payment authorized. Motion carried unanimously.

One invoice exceeding \$10,000 required Board approval. The invoice is from Dynix, Inc. for hardware and software maintenance for the Dynix system for July 1, 2003 – June 30, 2004, in the amount of \$48,393.29. Mr. Moore moved on behalf of the Finance committee that the Dynix invoice be approved and payment authorized. **Motion carried unanimously.**

Cyndi Berner Harris distributed a library expense analysis through June 2003 composed by John Ellert, Coordinator of Support Services. Barring any unforeseen large expenses, the library is projected to have a year-end budget balance finishing in the black by just under \$187,000. This shows we are living within the budget deductions.

Operations Committee Report

Nancy Ogle, Chair, reported that the FCC has indicated they will publish a notice on the schedule for e-rate compliance due to the passage of CIPA (Children's Internet Protection Act) by July 18, 2003. This is a result of the recently passed filtering mandate in order to receive e-rate discounts.

The Library has reached an agreement with John O'Hara regarding digital fee schedules. Mr. O'Hara will donate one copy of his video history of Wichita for each WPL location. In exchange, he will receive a waiver of use fees for the KPTS presentations of his video. The Library and Wichita State University are in continuing discussions with him about a plan in which he would contribute profits from sales of the video to the digital library in lieu of paying commercial use fees. To date, no final agreement has been reached.

Regarding Planeview library service, Council Member Lambke has requested changes in the agreement. There will be a meeting Thursday, July 17, to resolve these issues and forward the agreement to the City Council and USD 259 School Board in early August. The school district staff began the conversion of the library from Dynix to SIRSI last week. The switch of circulation service will happen no later than the beginning of the school year.

Planning & Facilities Committee Report

Gillard Cohen, Chair, gave the report of the Planning and Facilities Committee.

Repairs to Bekemeyer Street created access issues for customers of the Westlink Branch. The churches on either side of the library were generous in allowing library customers to

use their parking lots when large equipment prevented access to the Westlink parking lot.

Gossen & Livingston Architects have signed off on the Alford Branch project. There are still a few change orders pending but basically Alford is complete. A committee of City employees, architects, contractors and ADA specialists determined that three of the wheelchair ramps in the Alford parking area should be replaced for two reasons. First, the rate of incline on the ramps was constructed so close to code that given weather conditions on any given day, the ramps may or may not have a compliant degree of incline. Second, the City had not implemented a change in design of these ramps as identified in an updating of guidelines in 2001. The two trees closest to the building in the parking lot island will be moved and relocated elsewhere on the property. Although the placement of the trees was completely compliant, the removal is the result of a complaint that the landscaping may cause confusion to visually impaired customers. Unfortunately, the loss of the trees will result in no shade for the handicapped parking areas in the lot.

At the conclusion of his report, Mr. Cohen stated this would most likely be his last meeting serving as a library board member. Completing his eight-year term as of 6/30/03, Mr. Cohen was at today's meeting because a replacement has not been appointed by the City Council. Mr. Cohen stated he enjoyed working eight years on the Board as well as the honor of serving as 1st Vice-President and Chairman of the Planning and Facilities Committee. He further complimented the Board for teamwork on various building projects, and Ms. Berner Harris and library staff for their cooperation and hard work on not only the various building projects but also the development of the library branch development strategic plan that was unanimously adopted. He advised keeping true to the course of the library branch development. Mr. Moore thanked Mr. Cohen for leading the Planning & Facilities Committee through stupendous times for the library and for serving on the Board for eight years.

Public Affairs Committee Report

Randy Brown, Chair, noted that KWCH (Channel 12) has been a frequent visitor to the Library to film a variety of our summer programs. At times, the Library has not been mentioned; therefore, Jennifer Heinicke, Special Projects Librarian, has called Channel 12 to remind them to mention the library is hosting the program being filmed.

The Kansas Library Association Legislative Committee meets August 7 in Topeka to discuss the 2004 stage legislative agenda. With the Internet filtering bill issue prominent, it is sure to be included on the agenda, as will state funding for library programs and services. Cyndi Berner Harris will attend the meeting. Ms. Berner Harris mentioned that the Supreme Court has ordered that the FCC and the federal government is within their right to tie the filtering mandate to federal funds. The complicating factor is which funds will be impacted. Will only LSTA (Library Services and Technology Act) funding for Internet access and technology purchases be affected or LSTA funding regardless of use? If the latter is the case, our Talking Books budget funded in part by LSTA could lose \$30,000. Our state aid grant could lose \$50,000, and our state database contracts could be affected. There is another bill still pending at the state level that would mandate filtering in all public libraries in the state. Yesterday, the Associated Press wrote a story about the

Hays public library declining e-rate discounts as the "price of freedom." We are waiting for the FCC to decide on the schedule of enforcing the filtering mandate. Meanwhile, library staff is looking at how to implement filtering. The library system has ten buildings, three Internet providers, and approximately 125 computer workstations which means that decisions about support and functionality must be weighed heavily along with price when determining the best method in which to apply the filtering.

The Kansas Library Association's public library section and the Trustee Association are sponsoring a conference in Hesston, KS September 11-12. Board members are encouraged to attend. Nancy Ogle and Cyndi Berner Harris attended two years ago. Ms. Ogle commented that it was a good program. Many of the sessions relate to advocacy and trustee issues. Randy Brown stated he would attend the Friday morning sessions. Any other Board members interested in attending please contact Ms. Berner Harris. All Board members are members of the KLA Trustee Association.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reported that the Friends of the Library met Thursday, July 10. At the meeting, member Sam Knecht stated that the selling is going well of the more expensive books, mostly art related, on-line. One book sold for \$175. Some buyers are from other countries.

Discussions were held about the aging microfilm machines in the Genealogy section. Repairs are very expensive.

The Friends of the Library membership remains about the same.

Marge Zakoura-Vaughan can no longer schedule volunteers for the bookstore. Dr. Jim Erickson is taking on that responsibility.

The Bookstore Manager position remains to be filled

Director of Libraries Report

The book bags sold by the Friends of the Library bookstore have been re-ordered in a navy blue color. The 200 black bags sold since last October has almost sold out. The bags are durable and 'just the right size,' according to Jane Eshelman.

The Planeview Community Library memorandum of agreement is still in the draft stage with the following components undergoing changes per the request of Councilman Lambke:

1. If a customer of the WPL had outstanding fees, that will preclude borrowing privileges at the Planeview library. The privacy of customer information was considered in this matter; however, a way has been found to hold patrons accountable for their fines.
2. The Community Advisory Board developed to oversee funding has been removed. The Director of Libraries and the Library Foundation Executive Director will work with the School District's Library Media Designee and staff

from their grant-writing office to handle this task.

3. References to public library collection holdings in languages other than English have been removed.

On August 7, Dynix and the Internet will be down all day system-wide. This is the day we will be changing to our new Internet provider and migrating to the City's internal network.

Ms. Berner Harris encouraged Board members to look at the highlights from her monthly report:

- During June, the library system had an 8% increase in circulation;

- Circulation increases at Evergreen showed a 30% raise over previous year's of Minisa and Marina Lakes combined;
- Alford's circulation was nearly 60% greater for the month of June than Seneca's and Aley's the prior June;
- Business continues to be up at Westlink;
- The Summer Reading Club program is going well. At the end of June, the number of registrations was 7,994. A total of 8,000 was expected for the entire summer;
- The iPAC catalog will soon be ready for release;
- The digital library expansion has been completed;
- Sick leave usage per library employee is down 15% over 2002. This includes 7% of staff are on FMLA (Family Medical Leave Act), either intermittent or ongoing.
- Another 7% of the library's staffing is "lost" through positions that are vacant and yet to be filled, meaning that all of this increased activity is being completed with less staff.

Gerry Layman stated that yesterday he and his family visited the children's room at Central and received great service, then visited Evergreen later in the day and staff there were also very helpful.

Ms. Berner Harris mentioned that the bookmobile might need to be discussed again by the Board. Now that the Evergreen and Alford Branches are in place, the next item on the strategic plan is the bookmobile. In the past month, the budget staff asked us to update numbers about the cost of developing and implementing bookmobile service. She is excited about the interest of a bookmobile; however, cautious that it may move forward at the cost of closing additional branch libraries.

Mr. Moore asked Board members for their thoughts on the two issues that the Director wished for feedback.

1. Language materials in the Planeview collection -- Mr. Moore's perspective is that we should have these materials in the Planeview collection, as the library's mission is to provide customer service to the community. Susan Estes has taught bi-lingual classes and feels foreign language materials are good and practical for many reasons. It is practical to have literacy in the home in any language. If a child's brain doesn't learn certain things by a certain age, it becomes increasingly difficult to learn. Students who knew how to speak Spanish proved easier for Ms. Estes to teach English. Randy Brown commented that literacy breeds literacy.

Nancy Ogle departed the meeting at 1:12 p.m.

2) Bookmobile -- Mr. Moore proposed that the missions of branch libraries and bookmobiles are quite different. The bookmobile should not exist at the cost of an additional branch library. Mr. Cohen stated the cost of a bookmobile should first be obtained and considered. The weighing of the usage of the branch in question should be weighed against the use of the bookmobile as a whole to the community. Jane Eshelman thinks the bookmobile an exciting concept, but not at the cost of closing a branch library.

Unfinished Business

Board members introduced themselves to the two newly appointed Board members Susan Estes and Matt Goolsby.

New Business

President Moore appointed the Nominating Committee as follows: Barbara Baker (Chair), Jane Eshelman and Helen Parli. The Committee will present the proposed slate of officers for 2003-2004 at the August 19 Board meeting.

Announcements

None.

Adjournment

Gerald Layman moved (Cohen) for adjournment. Motion carried unanimously. The meeting was adjourned at 1:22 p.m.

The next regularly scheduled meeting will be August 19, 2003.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries