

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

January 16, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, January 16, 2007 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mrs. Susan Estes, 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: Mr. Randy Brown, Mr. Tom Engelmann, and Ms. Jane Eshelman.

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; Larry Vos, Reference Services Administrator; Jennifer Heinicke, Special Projects Librarian and Seif K. Al-Shaer, Administrative Assistant.

John Cleary, Librarian in the Business & Technology section, gave the staff presentation. He spoke about the Tax Form Distribution Program, which makes income tax forms available to citizens. The program runs from January through April 15. The library receives three thousand 1040 and 1040EZ forms and fewer numbers of instruction booklets and more popular IRS forms. They have a book of all the forms in reproducible format. Business & Technology also maintains collections of various tax publications and JK Lasser tax books as well as access to resources on the Web. John pointed out that since staff is not trained in tax preparation they cannot answer questions, but have a thorough list of area resources and do provide referrals to those with questions. He noted that a number of library customers use our computer resources to do their own e-filing. In 2006, through all its outlets, the library distributed 36,250 forms. Susan Estes asked if we could put the list of area resources on our website; John thought this an excellent idea and said he would see if we can make that happen.

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

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

Finance Committee Report

Jerry Layman moved that the Finance report for December 2006 and the bills be approved as presented on the agenda: Operating Fund Bills in the amount of \$676,315.24; 2006 Grant Fund Bills of \$55,361.69; Prior Year Grant Fund Bills of \$1,442.91; and Memorial & Gift Fund Bills of \$4,445.61 for a total of \$737,565.45. **Motion carried unanimously.**

Mr. Layman stated that the General Fund expenses for 2006, less revenue shortfalls, appear to be under budget by about 1.5%.

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

Although the board had agreed not to add signage to further emphasize library exemptions under the conceal/carry law, it was realized that an exception was needed for the Comotara branch because Kroger has not restricted conceal/carry but did opt to support the prohibition within the library space. Since that time, the City Law Department has determined that it would be prudent to place restriction signs on all City facilities. The Public Works Department will be coordinating the purchase/installation to include all library locations.

Attorney Jay Hinkel of the Law Department has completed his review of the proposed changes to Policy CUS-001, the Customer Code of Conduct. The changes were requested by the Police Department to help with their duties providing security to the Central Library. Mr. Hinkel reports, "I approve of the proposed changes, and believe they would be a positive improvement. The library should not be a refuge where persons can engage with relative impunity in conduct that would carry criminal sanctions elsewhere." Ms. Ogle highlighted two changes from the existing policy: leaving a child age seven or under unattended and smoking or tobacco use have increased in severity from "Unacceptable Behavior" to "Serious Offenses." Ms. Ogle moved that the Board approve the recommended changes to the policy. **Motion carried unanimously.**

Ms. Ogle reported that as part of the upcoming installation of print management/workstation timing, staff has completed a review of Library policy REF-003 Public Computer Workstations. Staff determined that no modifications are required in order to match the changing service delivery.

Planning & Facilities Committee Report

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

The replacement sign for the Comotara branch has been installed by Dillons.

The broken windows at the bus stop at the Evergreen branch have been replaced.

The Director's review of the master plan final report has been completed and returned to Gossen Livingston. The expectation is that there will be printed copies for all board members by the next meeting.

We expect to receive the carpet for the Central Library first floor remodel within the next week or two. Once we know it is here and the order is correct, the shelf movers will be scheduled to come to Wichita to complete the project.

The unauthorized use of the May Angelou Northeast Branch during WSU sporting events continues with the Director of Libraries and Police Department working together on a solution. The best advice the Director has had to date from the Police Department is for us to cover the "library parking only" signs when the library is closed. That is not a viable option and discussions will continue.

A request has been received from Butler County College to make use of office space at the Evergreen branch. This would be one of the offices vacant since the closure of Acts on Truancy. The college is interested in establishing an office of outreach for underserved student populations in Wichita. They would staff the office with an advisor, computer and college information for prospective students. The offices are part of the facility leased to Child Start. Teresa Rupp, Child Start Executive Director, reports that they have no plans to use the offices at this time and would support conversation about subleasing to BCC. It was suggested that this be discussed under new business.

Public Affairs Committee Report

Rodger Wood gave the Public Affairs Committee report.

Rodger distributed copies of the Kansas Library Association legislative priorities push card for Board member review. Library Legislative Day is Feb 15. The back of the card lists the talking points for discussion with legislators. The South Central Kansas Library System has decided not to sponsor a bus from Wichita, but we are trying to work with the Wichita Area Library Association on other arrangements to facilitate travel by the Wichita library delegation. Board members are encouraged to contact Ms. Berner Harris if they are willing and able to attend.

A list of the Sedgwick County delegation was passed around the table during the meeting in hope that individual board members will indicate Senators and/or Representatives they will be willing to contact as needed during the session.

Marge Zakoura-Vaughn asked for clarification of the sixth priority on the push card. The Director explained that the belief is that local library boards are best able to establish rules and policies for their individual libraries as it is rare that a single solution is the best fit for the various ways that libraries are organized and extend service in Kansas.

The change in program calendars has been enthusiastically received. In response to a question, Jennifer Heinicke explained that the calendars are distributed through all WPL facilities as well as external outlets such as local bookstores, neighborhood city halls, City recreation centers, and as time goes on, at other locations throughout the community.

Special Committee Reports

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

- The library was given 185 vinyl opera records. These will be resold through the Internet.
- On Tuesday, January 23 Jill Connor Browne will be appearing at the Orpheum. Gold Card holders will receive a special discount to this event.
- February 15 is Legislative Day.
- The Tri-conference will be the first week of April in Topeka.
- The Kansas Book Festival will be September 21-22.
- Membership is 566 (8 Platinum, 526 Gold, and 32 regular).

- The next meeting will be held February 8, 2007.

Library Foundation – None.

Wichita Genealogical Society – Barbara Baker reported that the first of two goal & objective setting meetings had been held. The second meeting was postponed due to weather.

Director of Libraries Report

Circulation for 2006 missed the two million mark by just 8,000.

Library goals for 2007 with key action steps and performance targets are posted on the Board Room wall.

Work on the budget submission continues. Although the Finance Department has encouraged an earlier submission, Ms. Berner Harris stated that it is important for the Library Board, as an administrative entity, to review the proposal. The proposal will be distributed in the February packets and will be an action item on next month's agenda.

David Parks, son of Gordon Parks, will kick off the statewide KANSAS READS...The Learning Tree One-Book program on January 31. There will be an invitation-only reception (invitations will be in the mail shortly), followed by a public presentation in which he will talk about his father's experiences in writing The Learning Tree.

Progress has been made in making a selection to replace Lucille Holder. The paperwork is in process and we expect an appointment before next month's meeting.

Recruitment of candidates for the Customer Services Administrator position continues.

We have three big technology projects scheduled during the next few weeks:

- System-wide installation of Envisionware, (PC Timing and Print Management software), is scheduled to begin January 22.
- An upgrade to KLAS (Keystone Library Automation System) in the Talking Books section will occur the first week in February. This will keep the Wichita Subregional on the same computer system used in other Kansas Talking Books agencies.
- Migration to the Horizon system is still scheduled for a "go live" on March 14.

The Library has received a \$15,000 grant from the Lattner Family Foundation for books on compact disc.

Library staff will assist with facilitation of focus groups for a strategic planning effort being undertaken at the Sedgwick County Law Library.

Unfinished Business

None.

New Business

Returning to the Butler County College request to sublease office space at Evergreen, there are two small offices in the Child Start side of the building. Child Start is amenable to subleasing this space. The BCC proposal is consistent with our educational purposes and would seem to be a good fit. There is some question about the terms of the lease and what impact subleasing would have. Marge Zakoura-Vaughn moved (Neier) that library staff be directed to further explore partnership opportunities. **Motion carried unanimously.**

Announcements

None.

Adjournment

Jerry Layman moved (Ogle) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:40 p.m.

The next regularly scheduled meeting will be February 20, 2007.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries