

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
November 18, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, November 18, 2003 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Mr. Randy Brown.

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; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Also in attendance: Dr. Jim Erickson, President of the Friends of the Library; Ms. Janice Goudy, League of Women Voters; and Ms. Marge Zakoura-Vaughan, Friends of the Library.

No staff presentation was made today, as the meeting convened after a dedication ceremony and luncheon in honor of the Wulfmeyer family. The library received a \$500,000 gift from the estate of Lawrence and Lucile Wulfmeyer and therefore the library named its genealogy center in honor of the couple. The genealogy and local history area is now "The Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center."

Tim Moore called the meeting to order at 12:05 p.m., a quorum being present.

Minutes of the regular meeting held on October 21, 2003 were presented. Gerald Layman moved (Bagby) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman presented the Finance Committee report.

Operating Fund Bills in the amount of \$449,354.22; Grant Fund Bills of \$24,788.24; Prior Year Grant Fund Bills of \$1,601.26; and Memorial & Gift Fund Bills of \$764.48 totaling \$476,508.20 for the month of October 2003 were presented, as well as the Financial Report for October 2003. Mr. Layman moved that the Financial Report and bills for October 2003 be approved and payment authorized. **Motion carried unanimously.**

The Finance Committee had reviewed an invoice exceeding \$10,000 needing approval of the Board. The invoice is from EBSCO for the newspaper and magazine print subscriptions for 2004. The amount of the invoice is \$52,530.81. Mr. Layman moved on behalf of the Finance Committee that the invoice from EBSCO in the amount of \$52,530.81 be approved and payment authorized. **Motion carried unanimously.**

The library has received notice of a \$5,000 memorial from the Jimmie Lou Lathrop Estate. Mr. & Mrs. Lathrop, from Iola, Kansas, had utilized the Talking Books service. Mr. Layman moved, on behalf of the Finance Committee, that the Board accept the \$5,000 memorial and transfer the amount to the Wichita Public Library Foundation for use in the Talking Books section. **Motion carried unanimously.**

Because the Planeview library was reopened to the public before a transition could be made to the school computer system, several City-owned items were loaned from this facility over the summer without ensuring that there was complete and accurate address information on file for the borrowers. As a result, approximately \$1000 worth of materials are now overdue to customers that the library cannot locate. It is likely that these materials will have to be written off as losses. School staff will be asked to cooperate in helping us to locate the customers that borrowed these items.

The Evergreen Branch Library houses a childcare office that pays rent to the City. The lease agreement calls for an annual reconciling of shared expenses. Staff have begun the process so that a refund or additional assessment can be made to the Child Care Association before the end of the year.

The Finance Committee discussed the City's end-of-year budget projections. The outlook is good with the prediction that we will be under budget by approximately \$200,000, 70% of which comes primarily from personnel vacancies and turnover.

Operations Committee Report

Nancy Ogle, Chair, reported that 'KAKE On Your Side' aired a news report that a Derby Public Library customer had a concern that children were allowed to check out R-rated videos. WPL was asked by KAKE what its policy was on this issue. WPL offers the parent/guardian of a minor the option to state that he/she cannot have the ability to check out certain types of items, just as it will restrict a minor's Internet access upon request of a parent or legal guardian. As Board members indicated they are satisfied with the current process, it was agreed that there was no need to review library policy on this topic.

The Kansas State Library, in cooperation with the Northeast Kansas Library System will make available an Internet filter for public libraries in Kansas that have made the decision to filter in response to the Children's Internet Protection Act. The filtering, named Kanguard, is proffered to be reliable, low maintenance, easily disabled or reactivated by library staff, minimally disruptive to the user's online work, and available to the library at no charge. A demonstration of Kanguard will be held Tuesday, November 25, at the regional/urban library system consultants meeting in Minneapolis, Kansas. Jennifer Heinicke, Special Projects Librarian, and Randy Harrison, IT Specialist, will attend and investigate this option.

Planning & Facilities Committee Report

Ed Koon, Chair, gave the report of the Planning and Facilities Committee.

Library staff met with representatives from the Police Department and Public Works to determine costs of remodeling the Central Library Patio Room for use as a community-policing substation. It appears that the required renovations can be completed inexpensively and could benefit the library. The biggest factor to be resolved is parking for the police cruisers. Ed Koon moved (Goolsby) that the Board express its willingness to turn over use of the Patio Room space to the Police Department. Ms. Landwehr asked about the parking issue. Ms. Berner Harris responded that Police will figure out the best places for the vehicles and have the authority to implement any necessary changes in the surrounding parking areas. Police presence in the building would generally be from 7 a.m. to 3 a.m. Matt Goolsby wondered if the library's security company would be needed if/when the policing substation is in place. Ms. Berner Harris stated this would be an issue to review. Mr. Moore called for a vote on the motion made by Mr. Koon. **Motion carried unanimously.**

As the first year of operation at Evergreen comes to a close, the staff is working with Public Works building maintenance staff on some warranty issues, mainly problems with carpet squares not staying stuck to the floor.

Public Affairs Committee Report

In Chair Randy Brown's absence, Cathy Landwehr gave the Public Affairs Committee report.

The Kansas Library Association has listed legislative priorities for 2004 as follows:

- 1) Enhance grants-in-aid to local libraries by \$3,600,000. That amount would raise the State support for public library service to ten percent of the cost of operation.
- 2) Support for a library-sponsored bill related to Internet filtering in public libraries.
- 3) Continue full funding of \$10,000,000 for Kan-Ed, a low-cost high-speed access to the Internet among Kansas libraries, public and institutional.
- 4) Continue exceptions to the Kansas Open Records Act with respect to confidentiality of library patron records.
- 5) Support expansion of Smart Start Kansas, an initiative of the Kansas Children's Campaign. Funds are used to improve the quality of early care and education and to prepare children for educational success.

Thursday, November 20, the annual Wichita Area Library Association will sponsor its legislative luncheon at the Scotch and Sirlain from 11:30 am to 1:30 pm. Board members are invited.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reported that the Friends of the Library met Thursday, November 13.

The Friends decided to continue its bookstore gift certificate program for library volunteers.

Approval was given to grant a Good Samaritan request of less than \$20.

The Friends voted to fund three library employees to the PLA (Public Library Association) Conference to be held February 24-28, 2004 in Seattle.

Sam Knecht has sold about half the original supplies of expensive books donated to the Bookstore on Amazon. He continues to look for more expensive books to sell.

Membership in Friends of the Library remains steady.

Director of Libraries Report

A brochure was distributed regarding the Kan-ed program.

The State Library is creating links of information for trustees on their website. A list of websites was distributed to the Board members.

As part of the technology transition to the City, e-mail addresses for library supervisory staff have changed. The former e-mail addresses of ‘...@wichita.lib.ks.us’ are now ‘...@wichita.gov’.

Ms. Berner Harris stated that the Wichita Public Schools desires to create a parenting resource center for families of children who perform at the bottom of assessment in grade levels. The “No Child Left Behind” initiative offers grants to help with the creation of such centers. The Library has been approached about partnering with the school district to allow for placement of a resource center at the Maya Angelou Northeast branch where it is deemed most accessible for families being targeted for service. The center would include not only print materials, but potentially new public access computers with tutorial software. School staff have agreed that the resources, if received, could be incorporated into the library collection using our existing policies and procedures and that all service related to the center could be provided during the existing branch service schedule. While not requiring a motion, the consensus of the Board was to approve the opportunity to apply for the grant and that it was a wonderful idea. A letter of support will be written to the Wichita Public School staff. The actual grant application is to be written by either the Wichita Public Schools or the Wichita Association of Black School Educators. All paperwork accountability would be the school system’s responsibility.

Ms. Berner Harris stated she had two items needing motions:

- 1) Attendance at the National PLA (Public Library Association) conference to be held in Seattle, February 24-28, 2004. Although it is current City practice to limit the number of employees traveling to a conference to only one, Ms. Berner Harris believes that it is appropriate to seek a waiver of this rule as it relates to this training opportunity. The design of the conference is specific to public libraries with a dozen unique program tracks, most with direct relevance to current Wichita Public Library goals and activities. The hard costs to the City will be minimal. Two staff members

were selected to attend with funding from the Foundation's Beech scholarship money. This money is usually awarded to a staff member wishing to pursue a library science degree; however, this year the scholarship committee did not receive any applications deemed appropriate for funding. Therefore, the decision was made to fund two staff, one supervisory and one non-supervisory, to attend PLA. The two selected were Jaime Prothro, Evergreen Branch Manager, and Elizabeth Nicol, Library Assistant III in Technical Services. Pending approval of the Library Board and City management, the Friends of the Library voted to pay for registration, hotel, airfare and City per diem costs for three additional employees to participate in the conference. Those selected were Mary K. Bird-Guilliams, Coordinator of Collection Development, and a presenter at the PLA pre-conference; Ginny Ray, Coordinator of Customer Service; and Lonnie Myers, Acquisitions Manager. Ms. Berner Harris hoped that the Library Board of Directors would be supportive of this request. Cathy Landwehr asked if Ms. Berner Harris also intends to attend. As funds for one conference for the Department Director remain in the budget, Ms. Berner Harris indicated that she also hopes to attend. Ms. Landwehr then moved (Ogle) that the Board give a vote of approval to send six staff to the conference, pending proper filing and approval of City travel paperwork. **Motion carried unanimously.**

- 2) Ms. Berner Harris wished to discuss her attendance at quarterly BCR (Bibliographical Center for Research) meetings in Denver, Colorado. Her concern is with recent media inquiry into City travel. BCR is a member-based organization, with all Board members selected from member libraries with all travel costs for board members reimbursed by BCR. Ms. Berner Harris believes the member-based governance structure differs from the vendor-sponsored travel scrutinized by the City Council and media; however, she offered to resign from her elected position if Board members felt that the relationship with the vendor might be perceived as a conflict of interest. Board members expressed the thought that Ms. Berner Harris's involvement, as a public library representative on the BCR Board of Directors and Executive Committee, is advantageous to the library. Susan Estes moved (Koon) that the Board continue to encourage Ms. Berner Harris's involvement in BCR board activities through the end of her current term. **Motion carried unanimously.**

Health Department representatives came to the Central Library recently concerned about library staff being susceptible to illnesses in dealing with patrons and especially the transient population. The library staff appreciated the Health Department's concern and as a result Health Department staff will be scheduling special training on health and wellness issues sometime after the first of the year.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Sarah Bagby moved (Landwehr) for adjournment. Motion carried unanimously. The meeting was adjourned at 12:54 p.m.

The next regularly scheduled meeting will be December 16, 2003.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries