

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
September 18, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, September 18, 2007 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Tom Engelmann, Ms. Jane Eshelman, Ms. Susan Estes, Ms. Evelyn Neier, Ms. Helen Parli, Mr. Steve Roberts, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown, Ms. Cathy Landwehr, and Ms. Nancy Ogle.

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; and Jennifer Heinicke, Special Projects Librarian.

Jennifer Heinicke, Special Projects Librarian, gave the staff presentation. She spoke about the upcoming Kansas Book Festival, for which the Wichita Public Library is a lead agency. The opening ceremony on October 5 will include recognition of the 2007 Kansas Notable Authors. This year's Festival offers expanded children's events, including Wichita Public Library's sponsorship of the Magic School Bus. There is a long line-up of Kansas authors who will be present. The Night of Notables gala will take place at the Art Museum, Friday night; there will be music and book signings. The Book Fair portion of the Festival will include a Friends of the Wichita Public Library book sale.

Rodger Woods, President, called the meeting to order at 12:07 p.m., a quorum being present.

There was no public comment.

Minutes of the regular meeting held on August 21, 2007 were presented. There were no additions or corrections and Tom Engelmann moved (Roberts) to approve the minutes as presented. **Motion carried unanimously.**

### **Finance Committee Report**

Susan Estes moved to approve the Finance report and bills for August 2007 as presented on the agenda: General Fund Operating Bills in the amount of \$499,294.48; prior year Grant Fund Bills of \$13,127.22; 2007 Grant Fund Bills of \$45,520.58; and Gift & Memorial Fund Bills of \$3,458.76 for a total of \$561,401.04. **Motion carried unanimously.**

The Committee also reviewed the 2008 Blind & Physically Handicapped Budget and recommends approval of the proposed \$126,552 budget. Mr. Woods noted that the budget includes \$2,640 overhead charge paid to the City of Wichita. **Motion carried unanimously.**

### **Operations Committee Report**

Jane Eshelman gave the Operations Committee report.

The Planeview agreement is scheduled for the School Board agenda on Monday, September 24 and the City Council agenda on Tuesday, September 25.

The annual agreement with the State Library for Talking Books Service from the Wichita subregional library was distributed in board packets. The agreement has been approved as to form by the City Law Department. On behalf of the Operations Committee, Ms. Eshelman moved to approve the agreement and to forward it to the City Council. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

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

The committee met and discussed ways to improve service in the southeast quadrant. Councilman Skelton requested that the committee look at some potential sites, although property acquisition and construction of a Southeast branch are not yet funded in the Capital Improvement Plan. Recognizing that there are opportunities to improve library service in this area of the City, the Committee will be looking at other alternatives until funding is in place for a facility as identified in the master plan.

The committee is examining the needs of the other branches, seeking to improve service through relatively modest remodels of public service desks and rearrangement of materials areas that might provide easier use by customers and improved staff workflow.

Some money to initiate a project to replace Westlink with a larger branch is in the current Capital Improvement Plan. The Committee is working with the City's Property Management staff to investigate possibilities of where that might happen. Since there is no neighborhood city hall in District 5, there could be opportunity to combine the two types of facilities given their overlapping missions. This will be discussed with Councilman Longwell.

The committee continues to work on the process of site selection for a new Central Library.

Mr. Woods returned discussion to the southeast branch. Ms. Berner Harris stated that at the September District III Advisory Board meeting there was much discontent that the southeast project did not appear in the current Capital Improvement Plan. Councilman Skelton proposed that the Central library project be downsized with funding reallocated to a Southeast library project. In their current configurations, neither Planeview nor Linwood have the ability to provide the level of service that residents of this part of the City appear to be requesting. In a recent message to Ms. Berner Harris, District III neighborhood assistant Janet Johnson expressed strong displeasure with the quality of the facilities at the Colvin Neighborhood City Hall. It is for this reason that some discussion about more integration of services might be in order. Library staff would like to review the cost of Linwood operation to identify whether a higher level of service might be available at the same cost if the branch was moved out of the Linwood Recreation Center and into a retail space with better access and visibility. One of the reasons people report they do not use the Linwood Branch is that they cannot find it. Added signage is currently in process in response to this complaint. If a new, larger permanent

location is not likely within the next ten years, would it not make sense to test alternative locations? Ms. Estes asked about Spencer Gardens as the preferred location for a permanent facility. Ms. Berner Harris report there are 8 parcels there of varying size, usage and possible availability, some of which may or may not be viable for a library facility. The Planning & Facilities Committee has indicated a desire to learn more about how people move about in that part of the city, what the traffic patterns are, where people shop etc. as it is important to make library access convenient for as many people as possible. Ms. Parli asked if an auditorium would be part of the project since there is no other large public meeting space in the area. Mr. Roberts stated that there would be a good service fit between a library and a neighborhood city hall. Ms. Zakoura-Vaughan shared that the school system will be dealing with issues of facilities in the relatively near future and that we should be pushing greater cooperation and expanded partnership. She had heard from the Colvin principal that she and others on the school staff would like more public library materials in the Planeview Community Library. Ms. Berner Harris expressed surprise, noting that the opposite information had been shared during several recent meetings where staff has been at work on the annual operating agreement, inventorying the collection and working on updates to library procedures. She indicated that she will contact Karen Boettcher, Colvin principal, to seek clarification.

### **Public Affairs Committee Report**

Melissa Alley gave the Public Affairs Committee report. She reported that Director Berner Harris had sent three items to Dale Goter for possible inclusion in the City's 2008 Legislative Agenda: protecting the local authority of library boards, state grants-in-aid funding for local libraries, and support of the State Library's FY2009 enhancement requests for courier service and statewide licensing of the LearnATest databases. Statewide courier service would save Wichita Public Library money currently being spent on postage for books being transferred as interlibrary loans between WPL and other Kansas libraries while statewide subscription to databases to which we currently subscribe would allow us to suspend the local subscription and redirect those dollars to other materials needs.

The marketing intern, Megan Squires, is doing a great job, having coordinated State Treasurer Lynn Jenkins' visit to the Library for a Learning Quest account presentation to a young customer. She was responsible for the design work for the summer reading thank you advertisement, is helping with program calendars and promotional pieces and has been providing some backup on Book Festival promotion.

Current advocacy projects include the Kansas Book Festival where there will be high visibility for both the Library and the Friends of the Library. There is a piece about WPL's involvement in the festival that was filmed at the September 5 press conference with the Lieutenant Governor that is to be edited and run on Channel 7. The Library's Citizen Academy presentation has been scheduled for October 2, just prior to the festival. The Director will appear on KWCH news with a promo piece at noon on October 3. KSN will be doing a live remote from the festival on October 5.

The Library has purchased radio ads for the Hispanic Heritage and Western Days programs.

Mr. Woods asked how long funding is available for the marketing intern. Ms. Berner Harris responded that while the initial grant ends in December, but that the Library will be receiving another Cultural Arts grant in 2008 so funding can be extended if the results warrant.

### **Special Committee Reports**

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

- Most of the last meeting was devoted to planning for the Friend's presence at the book festival. There will be many books available for sale at a price of 25¢ each.
- There will be no quantity discounts given for purchases from the used bookstore.
- JoAnn Janzen has been granted a small monthly stipend to reward her work overseeing magazine operations of the bookstore.
- Two Good Samaritan requests were granted.
- Membership at the end of August was 672 total members.

*Library Foundation* – Mr. Woods stated that the next meeting is September 27. He is appointed to serve on the Foundation Board by virtue of being Board President and can make another appointment. Board members interested in serving in this capacity were asked to notify him following the meeting.

*Wichita Genealogical Society* – Barbara Baker reported that the group is shortly leaving for a week of research in Salt Lake City. The Genealogy & Local History section of the Library is very overcrowded. The Society has developed potential solutions that have been given to the Director of Libraries.

### **Director of Libraries Report**

The Library received four responses to the Request for Proposal for a new integrated library information system to replace the current Dynix system. The evaluation team narrowed the selection to two vendors. Each company will be coming in late October to present demonstrations and answer questions. Both are good systems so the task is to determine which has the processes that are the best fit for our operations.

The Kansas Library Association's Public Library Section meets Wednesday and Thursday of this week in Wichita. An evening session has been scheduled at the Evergreen Branch.

Several Library teams are working on process improvement projects. One team has put together a strong day of learning for the staff in-service training day on October 8. A lot of things will be happening that day with regard to library goals: technology training, training on merchandising book displays, and reference transaction training among them. Board members are welcome to come for all or part of the day.

Another team is starting to meet with representatives from Century II and the Police Department for the purpose of tackling the long-standing challenges with regard to employee and volunteer parking at the Central Library. Employees pay for parking stickers that do not guarantee them parking anywhere close to the Library. The team will be using the

Transforming Wichita methodology to see if they can find a solution that meets employee needs, the revenue expectations of Century II (which receives the revenue from the area parking meters) and the Police Department who must enforce parking regulations and easily determine which cars belong to staff and volunteers.

The annual meeting of county's public libraries participating in the Levand Trust was held on September 17. It was learned that funding from the Trust to underwrite summer reading programs will be continued for an additional year.

The City Department of Law has undergone reorganization. Kelly Rundell will now oversee most library legal issues.

Attendees at the recent District III Advisory Board expressed concern that Library Board committee meetings are not advertised and open to the public. All actions taken in are committee meetings are recommendations only that must be acted upon by the Board as a whole in ways that are in compliance with the Kansas Open Meetings Act. Ms. Eshelman noted that during the past year much work of the Operations Committee was handled by email reviews rather than in scheduled in-person meetings, making public involvement impossible. No board member expressed a strong desire to change current practice in handling committee meetings and business.

### **Unfinished Business**

None

### **New Business**

President Woods reminded the Board of the committee appointments for the upcoming year:

FINANCE COMMITTEE: Tom Engelmann, Chair; Susan Estes and Rodger Woods as members

PLANNING & FACILITIES COMMITTEE: Evelyn Neier, Chair; Donna Aldrich, Barbara Baker and Steve Roberts as members

OPERATIONS COMMITTEE: Nancy Ogle, Chair; Jane Eshelman and Cathy Landwehr as members

PUBLIC AFFAIRS COMMITTEE: Randy Brown, Chair; Melissa Alley and Marge Zakoura-Vaughan as members

Friends of the Library Representative – Helen Parli

Foundation Representatives – Rodger Woods and a second member to be appointed

**Announcements**

None

**Adjournment**

Steve Roberts moved (Estes) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:41 p.m.

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

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries