

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

June 15, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, June 15, 2004 with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Randy Brown, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Matt Goolsby, Ms. Cathy Landwehr, Mr. Gerald Layman, Ms. Evelyn Neier, Ms. Nancy Ogle and Ms. Helen Parli. Absent: Ms. Donna Aldrich, Mr. Ed Koon and Mr. Tim Moore.

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; and Lucille Holder, Administrative Aide II.

Also in attendance: Dr. Jim Erickson, President of the Friends of the Library.

During lunch, Rex Cornelius, Electronic Resources Manager, spoke about the "Comprehensive Technology Plan for the Wichita Public Library 2004-2007" mailed in this month's Board packets. The plan gives us one single source listing our intentions and visions for technology. The plan also is a reference for the City IT/IS staff to understand the library's needs and visions. The federal funds that we use to augment technology at the library depend on us having the technology plan in place. We save much money through e-rate discounts, as shown on page 31 of the document. Total original cost for maintenance, special circuits, local service and WATS service for 2004 would be \$61,313.98. Due to qualifying for e-rate discounts, the discounted cost will be \$12,262.80. The technology goals are as follows:

- Acquire and use appropriate technology to increase library efficiency and effectiveness;
- Increase customer access to information resources;
- Improve reference service by providing employee access to worldwide information tools;
- Increase the quality and accessibility of library services to the public; and
- Maintain awareness of emerging technologies needed to effectively respond to special circumstances and needs.

The City is moving to 'thin clients' when replacing terminals and network PCs. The thin client has a processor and a built-in web browser but no storage and runs on the processor itself. Rex complimented the Director on her input into the plan itself, and stated it is a great help to the library system that the Director has extensive computer knowledge.

In the absence of Tim Moore, President, Gerald Layman, First Vice President, called the meeting to order at 12:15 p.m., a quorum being present.

Minutes of the regular meeting held on May 18, 2004 were presented. Randy Brown moved (Bagby) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Gerry Layman moved that the Finance report for May be approved as presented on the agenda: Operating Fund Bills in the amount of \$437,688.77; Grant Fund Bills of \$56,671.91; Prior Year Grant Fund Bills of \$11,551.74; and Memorial & Gift Fund Bills of \$7,237.69 for the month of May 2004, as well as the Financial Report for May 2004. **Motion carried unanimously.**

The Finance Committee recommended authorizing staff to proceed with a 2004 State Aid budget revision, which would allow purchase of a CD disc repair system. Susan Estes moved (Eshelman) to authorize staff to revise the 2004 State Aid budget, showing an increase in capital outlay to be used for the purchase of a disc caretaker. **Motion carried unanimously.**

The estate of Jimmie Lou Lathrop, who was an Iola, Kansas, patron of our Talking Books section, gifted \$5,000 for the purchase of anything that would benefit Talking Books. The Finance Committee recommended restricting use of the \$5,000 gift for the purchase of information technology equipment to allow for an upgrade of the Talking Books READS system. This meets the intent of the request. Susan Estes moved (Ogle) to approve purchase of information technology equipment to allow for an upgrade of the READS system, with the money gifted from the Jimmie Lou Lathrop estate. **Motion carried unanimously.**

**Evelyn Neier entered the meeting.*

Public Affairs Committee Report

Randy Brown, Chair, gave the Public Affairs Committee Report. The Kansas Library Association's Legislative Committee summarized the past session of the Kansas Legislature.

- Funding for Grants-in-aid remained unchanged.
- He noted that the "Auburn Bill" (HB2624) was vetoed. This was the bill that would have allowed the community of Auburn, Kansas to withdraw from the Topeka/Shawnee County Library system.
- The CIPA filtering bill was passed by the House, but was not acted upon in the Senate. Mr. Layman asked if this was moot to Wichita given our intent to comply with Federal CIPA legislation. Ms. Berner Harris stated the amendment to the bill (HB2420) prohibiting the circulation of R-rated videos to any person under 18 years of age would have required policy and procedure changes at our library.

Pat Gaunce, with the Kansas City, Kansas library system, will be the chair of the Kansas Library Association's Legislative Committee for the upcoming year.

Mr. Brown compared the grants-in-aid budget to the KLA's legislative priority agenda last year in which they sought an increase to the budget. While missing the increase, at least no money was cut from the budget.

Mr. Brown asked Board members if they had seen any public service announcements on behalf of the American Library Association, promoting library usage. None have been seen, so Mr. Brown will be contacting KAKE to encourage use. The South Central Kansas Library System distributed PSAs regarding summer reading programs to all local television stations.

Operations Committee Report

Nancy Ogle, Chair, stated she and committee members Jane Eshelman and Sarah Bagby met with Ms. Berner Harris last Friday. Several items were discussed and reviewed by the Committee – the Technology Plan for the library; the Disaster Preparedness Plan; and revisions to the Internet Access and Acceptable Use policy.

Ms. Ogle stated the Technology Plan was essential to show the City our priorities for long-range technology planning and feels the plan is very thorough. On behalf of the Operations Committee, Ms. Ogle moved to accept the WPL's Comprehensive Technology Plan for 2004-2007. **Motion carried unanimously.**

The Disaster Preparedness and Contingency Plan for the library was distributed only to the Operations Committee members for review and approval. Each City department is required to submit its own plan as a part of the City's master plan by July 1. There is quite a bit of confidential security information contained in the plan. If the document was distributed to all Board members, it becomes a public document. Ms. Ogle moved to accept, on behalf of the Operations Committee, the library's Disaster Preparedness and Contingency Plan. **Motion carried with nine votes.** Randy Brown and Matt Goolsby abstained from voting. Randy explained he could not vote yes since he was a member of the Sunshine Coalition, which believes in sharing all information. The organization believes the Legislature has gone too far in not sharing information all in the name of 'security.' Ms. Berner Harris offered to share the policy components of the plan that do not contain the security information. Ms. Landwehr asked if the vote was to approve the document or to authorize staff to submit it to the City. Matt Goolsby inquired if the Board could go into executive session to review the document and then vote on its acceptance upon emergence from the session. Ms. Berner Harris will check into Mr. Goolsby's suggestion. Susan Estes noted that the Board could reconsider the document in a future meeting if it was determined that this could be considered in an executive session.

The Operations Committee also reviewed the library's "Internet Access and Acceptable Use Policy". Revisions were necessary for wordage becoming compliant with the CIPA ruling. Staff may override the filtering for a patron, if the patron provides a photo ID and proof he/she is over age 18. So far, only one website was blocked for which we do not find a reason – "The Minneapolis Star Tribune." These issues will be resolved as they surface. Ms. Ogle moved, on behalf of the Operations Committee, to accept the revisions to the library's "Internet Access & Acceptable Use Policy." **Motion carried unanimously.**

**Randy Brown departed the meeting at 12:42 p.m.*

Planning & Facilities Committee Report

In the absence of Ed Koon, Chair, Ms. Berner Harris stated she would present the Planning & Facilities committee report in her Director's report.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reviewed their June meeting.

- Sam Knecht continues to work on placing older books for sale on the Internet.
- One application has been received for the position of Bookstore Manager.
- The Director of Libraries reported at the meeting an optimistic tone for the library budget.
- Plans to move smoking area around Central further away from the entrances to the building are being considered.
- A "Good Samaritan" case was voted to partially fund. "Good Samaritan" cases are those that patrons present to the Friends of the Library asking for help paying fines that were due to circumstances beyond the patron's control.
- Approval was given for the purchase of calendars for resale at the bookstore.
- Membership remained the same as last month – 412 members and 357 Gold Cards.
- The next meeting is July 8.

Director of Libraries Report

Ms. Berner Harris began with Planning & Facilities Committee issues.

- There will be a pre-bid meeting June 23 with potential contractors for building enhancements at Evergreen. A deadline of June 2005 has been set for completion of the work. If not finished, the contractor would be subject to a \$500/day fine.
- The City's Park Department is still in negotiation with the Wichita River Festival office for repairs in landscaping around Central that were damaged due to River Festival events.

Moving on to her Director's Report, Ms. Berner Harris explained that staff recognizes the need to relocate the smoking area further away than the public entrances of the Central library. The Director suggests utilizing money from the Friends of the Library to reconfigure the smoking areas. Costs would involve signage, containers and perhaps some seating. Public Works is supportive of proceeding with a plan for change and would be involved in approving the plans. Cost should be limited to under \$1,000. Consensus of the Board was to approve re-configuring the smoking area using Friends of the Library funds.

The Friends of the Library members were given an information sheet listing staff with supervisory positions. The same sheet was distributed to Board members today.

A small amount of overtime was necessary to accommodate the June 11 holiday closing in honor of the day of mourning for former President Ronald Reagan. Staff schedules were changed to accommodate the closing, with only three staff members needing to be paid overtime or unbudgeted hours.

Ms. Berner Harris and John Ellert met with the Acting City Manager recently for budget hearings. The Budget Office recommends implementing the fee increases and lowering the threshold for sending accounts to collections from \$40 to \$25. They added into the budget the costs of supplies and postage for the initial larger mailings. Budget is not recommending furlough days or cuts to the materials budget. The City Manager's office will forward its recommendations for all department budgets to the City Council by July 1. As recommended by the Budget office, the library will see slight increases in budgets for 2004, 2005 and 2006. These increases are mostly accounted to personal services and significant increases in information technology costs. Ms. Berner Harris feels the library budget is doing well in light of the current tight economic times.

The library is being named in a lawsuit, along with the City, alleging non-compliance with ADA guidelines. Ms. Berner Harris has contacted Jay Hinkel, the library's legal representative in the Law Department. Mr. Hinkel has offered to review the complaints about library facilities during the August board meeting. It was the consensus of the Board that Mr. Hinkel's presentation be added to the August agenda as an executive session issue.

A library customer has decided to handle editing of some of our videos. One video, "Cool Hand Luke," was discovered to have been spliced and scotch taped. There is no way to determine which customer did this because it is unknown how many times the tape circulated before the 'editing' discovery was made.

Unfinished Business

None.

New Business

Mr. Layman stated that the Nominating Committee recommended by President Tim Moore consists of Helen Parli (Chair), Jane Eshelman and Susan Estes. The Committee will present the proposed slate of officers for 2004-2005 at the August 17 Board meeting. Matt Goolsby moved (Bagby) that the nominating committee consist of the above named Board members. **Motion carried unanimously.**

Announcements

Nancy Ogle suggested that the Board invite the new City Manager, George Kolb, to a Library Board meeting soon after his start with the City. Consensus of the Board was to agree with this suggestion and to ask Randy Brown, as Public Affairs Chair, to extend an invitation to Mr. Kolb.

Adjournment

Nancy Ogle moved (Landwehr) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:00 p.m.

The next regularly scheduled meeting will be July 20, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries