

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
November 20, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, November 20, 2007 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, and Ms. Marge Zakoura-Vaughan. Absent: Mr. Rodger Woods, Mr. Randy Brown, and Ms. Jane Eshelman,

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Larry Vos, Reference Services Administrator; Jaime Prothro, Customer Service Administrator; Jennifer Heinicke, Special Projects Librarian; Joe Brown, Library Assistant II; Melinda Stenholm, Business and Technology Section Manager; Julie Linneman, Programming/Outreach Administrator; and Jennifer Allen, Administrative Aide II.

Guests Present: David Frain, Executive Director, Wichita Public Library Foundation.

Nancy Ogle, First Vice-President, called the meeting to order at 12:04 p.m., a quorum being present.

Staff Presentation

Melinda Stenholm, Business and Technology Section Manager and Joe Brown, Library Assistant II, gave the staff presentation. They stated that staff noticed in-house use counts were going down, yet they weren't any less busy. They decided to work with John Ellert and Randy Harrison on a thirty-day pilot study to try to find out why. B&T took in-house use counts every day during the thirty days and saw that the count took an enormous jump. This made them realize that the way in-house use counts are currently done was not capturing the actual counts so they put together a Transforming Wichita team to look at the situation to see what the problem was and how it could be fixed. It was realized that training was needed because new staff coming in may not understand what was considered a reference question or what was considered a completed transaction. They also looked at better ways to gather data that would not take up a lot more of staff's time. They decided that doing the counts for a week each month instead of just a day would give more accurate counts. Computer transactions are now counted in a separate category and items are not left sitting on tables for long periods before being counted and shelved. It was also realized that continuous improvement is needed. They are on the second month of a three-month trial period and have already seen a big improvement.

Public Comment

Ms. Ogle asked for Public Comment. Ted Branson, Coldwell Banker Commercial and Daryl Crotts, Crotts Commercial Real Estate made a presentation on a proposed site for the new Library. They passed out photos and a PowerPoint presentation of the area they are proposing at the southeast corner of Seneca and McLean. This area consists of private businesses,

industrial buildings and private homes and is positioned in the Museum Corridor. They stated that this is a perfect location. It is on the bus route, has great visibility, and meets the space requirements – it is 5.8 acres. They had originally researched this area two years ago when they were looking for a location for the Wichita Area Association of Realtors new headquarters. When they first approached this with the City (two years ago), the concern was that there were a couple of people that didn't want to move and the City didn't want to get into a condemnation for a private enterprise project - this might still be an issue. Most of the owners were willing to sell or relocate. They met with Mayor Carlos Mayans and Council Members Sue Schlapp and Paul Gray whom all expressed interest in redevelopment of this area. They went on to express their opinions on the area and to point out the panoramic view of the river, Exploration Place, and the Keeper of the Plains all across the street.

Barbara Baker asked if the ground has been tested for contamination or pollution. Mr. Branson and Mr. Crotts answered that since many of the properties have recently changed hands, testing may have already been done. They went on to state that it is unlikely that there is contamination, but that would be part of the testing process required before going forward.

The appraised values were questioned. These values are the County's appraisals and the true value could easily be double.

Susan Estes questioned the cost for demolition. It was answered that this cost is unknown, but would be a lot less than the arena site.

Several Board members expressed that they were not willing to force anyone from their home.

Approval of Minutes of October 16, 2007

Minutes of the regular meeting held on October 16, 2007 were presented. Mrs. Estes asked that her inquiry about the underground condition and asking price of the Watkins location be added to the minutes. Tom Engelmann moved (Estes) to approve the minutes as amended. **Motion carried unanimously.**

Finance Committee Report

Tom Engelmann made a committee motion to approve the Finance report and bills for October 2007 as presented on the agenda: General Fund Operating Bills in the amount of \$612,638.62; prior year Grant Fund Bills of \$15,130.00; 2007 Grant Fund Bills of \$37,261.02; and Gift & Memorial Fund Bills of \$9,366.68 for a total of \$674,396.32. **Motion carried unanimously.**

The second payment for the 2007 SCKLS grant was \$13,395 less than anticipated. Mr. Engelmann moved on behalf of the committee to reduce the budget line for wages \$1,895, outside services \$1,500, printing and photocopying \$6,000 and office supplies \$4,000 as recommended by staff. **Motion carried unanimously.**

The Talking Book Section closed the 2006-2007 fiscal year with a remaining budget balance of \$1412.80. Mr. Engelmann made a committee motion to revise the budget by moving the remaining balance into the materials budget line to allow for purchase of items to refurbish the

Bi-Folkal kit collection as recommended by staff. **Motion carried unanimously.**

Cynthia Berner Harris stated that John Ellert has done some budget projections that show that the Library will end the year with a general fund balance of approximately \$270,000 or 3.8% below budget. She commented that this total is actually a little deceiving because in the middle of this budget cycle the City made a procedural change. Money is no longer put in one department's budget if the intent is to transfer it to pay for an expenditure charged to another department. Part of the balance represents rent that would be paid to the Park Department for Orchard and Linwood and other similar expenses. A more realistic number is a year-end surplus beyond required planned savings of \$70,000 out of a \$7 million budget.

Operations Committee Report

Cathy Landwehr gave the Operations Committee report. She pointed out the proposed change to the Kansas State Library card policy that was included in the Board packets. The proposed changes include making the card valid for three years instead of one year, changing the name from Kansas State Library, which is often mistaken for the Kansas State University library, to State Library of Kansas and allowing customers who have created temporary accounts online to validate their accounts by presenting identification with proof of residency to staff in any library facility. These proposed changes are requested to bring the Wichita Public Library's policy in-line with State Library of Kansas practices. Cathy Landwehr moved (Estes) to approve the proposed changes. **Motion carried unanimously.**

Planning & Facilities Committee Report

Evelyn Neier gave the Planning & Facilities Committee report. She passed out pictures of a bronze statue that is being donated as a memorial gift in memory of John Aksamit with the intention of placing it at Rockwell. Staff has been working with the Park Department on this and on enhancements to the Rockwell landscaping, lighting and sidewalk repairs.

The committee is still waiting to hear the Engineering study reports on the possibility of the site across from the Indian Center to be used as the new Central Library site. Concern was voiced over the site regarding the number of accidents at the intersection, spill-over into the parking area from the Indian Center, not having enough area to expand if needed, and the need for the new library to have a basement. Ms. Berner Harris stated that the City is still waiting on an official letter from the Overseas School stating that they will not be using the location.

Regarding the Watkins site, Mrs. Estes voiced her frustration over not knowing the asking price. Steve Roberts stated that the tax appraisal value is \$1.38 million. Mrs. Estes went on to state that the newest proposed site at Seneca and McLean might possibly be the most expensive site based on Mr. Crotts' estimate that the realistic price to buy the property would probably be around \$3 million.

Public Affairs Committee Report

Melissa Alley stated that the Public Affairs Committee had not met this month and went on to state that the Wichita Area Library Association Legislative Luncheon was held on November 15th. Senator Schodorf and Representatives McLeland, Flaharty, Dillmore and Garcia were present. The State Library's enhancement requests were discussed.

The Kansas Library Association's Government Affairs Committee has selected "Kansas Libraries Deliver" as a theme for its platform for the 2008 legislative session. They have scheduled the annual library legislative day for February 21. More details to follow.

Special Committee Reports

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

- The Friends of the Library had a meeting on November 8. During this meeting, Jim Mendenhall reported that the Greensburg High School students were still in need of books.
- Membership is 676 (20 Platinum, 628 Gold, and 28 Individual).
- The next meeting will be January 15.

Wichita Genealogical Society – Barbara Baker stated that the 20th anniversary luncheon was held on November 10th at Rolling Hills Country Club. The presentation was on unusual gravestones in Kansas. The next meeting will be at Larksfield Place.

Director of Libraries Report

Cynthia Berner Harris stated that the Operations Committee was not able to meet in electronic version due to the Law Department's concern that every committee meeting should be published as an open meeting. Kelly Rundell will come to the December meeting to discuss this further.

The Library is done with the preliminary selection of a vendor for the new computer system and hopes to be ready to talk to the Board about the selected vendor at the December meeting and then take it to the City Council in early January. This would allow migration to take place before summer.

The Library's 3rd quarter accomplishments have been updated. Ms. Berner Harris invited the Board to take a look at them before leaving. She also stated that the Library has been working on revising and updating the mission statement.

Unfinished Business

None

New Business

None

Announcements

None

Adjournment

The meeting was adjourned at 1:22 p.m.

The next regularly scheduled meeting will be December 18, 2007.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries