

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

February 18, 2003

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, February 18, 2003 with the following present: Ms. Barbara Baker, Mr. Randy Brown, Mr. Gillard Cohen, Ms. Jane Eshelman, Mr. Ed Koon, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle, Ms. Helen Parli and Mr. Karl Peterjohn. Absent: Ms. Sarah Bagby, Ms. Ronda Limon-Lowderman and Ms. Lois Ruby. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

During lunch, Mary K. Bird-Guilliams, Coordinator of Collection Development, spoke regarding the 2003 materials budget. Ms. Bird-Guilliams explained that determining the materials allocation is a series of ratios balancing circulating, reference, juvenile, adult, fiction and non-fiction materials and determining location (Central and ten Branches) needs. If the need arises for a 30% cut in the materials budget, submitted as part of our department's 7% budget reduction scenario, we are ready. We have already initiated a slow-down on the ordering of materials. Binding for paperbacks makes the books have a longer shelf life. The WPL Foundation funds are appreciated and put to use in helping with binding costs. Evergreen Branch has obtained a great circulating collection but still needs to be brought into standard with its Reference collection. Presently, the Alford Branch is a main focus of collection development. The long-term impact of the 30% budget cut will obviously be a decrease in the collection size. Patrons will still see the variety but not the multiples. Interlibrary loan book sets may help for book discussion clubs. The Board thanked Mary K. for the interesting presentation.

Tim Moore called the meeting to order at 12:21 p.m., a quorum being present.

Minutes of the regular meeting held on January 21, 2003 were presented. Randy Brown moved (Cohen) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Karl Peterjohn, Chair, presented the Finance Committee report. Operating Fund Bills in the amount of \$505,879.12; Grant Fund Bills of \$29,574.16; Prior Year Grant Fund Bills of \$17,074.92; and Memorial & Gift Fund Bills of \$441.14 totaling \$552,969.34 for the month of January 2003 were presented, as well as the Financial Report for January 2003. Mr. Peterjohn moved that the Financial Report and bills for January 2003 be approved and payment authorized. **Motion carried unanimously.**

Mr. Peterjohn mentioned that Ms. Berner Harris reported to the Finance Committee on her visit with the City Manager and Finance Department representatives regarding the library's budget cuts. Ms. Berner Harris will cover this issue in her Director's report.

Operations Committee Report

Nancy Ogle, Chair, reported that there is an unhappy library patron because he temporarily lost his library privileges due to being threatening and abusive to the Evergreen staff. The patron communicated with Ms. Berner Harris, telephoned Library Board President Tim Moore at home, and Council Member Sharon Fearey. There is an appeals process in the Operations Manual which the Operations Committee reviewed. The section is titled "Customer Dissatisfaction and Resolution Procedures." The members of the Operations Committee reviewed the procedure and agreed that it handles this type of situation appropriately. Ms. Fearey has been supportive of the library process. This particular patron felt the Evergreen Branch was not friendly to him and was irritated at the cell phone usage by patrons at the computer stations. He also wished to leave his name and address in books to start a dialog with other patrons. Ms. Berner Harris had invited him to come before the Board on the public comment agenda item; however, he denied the opportunity.

Nancy Ogle departed the meeting at 12:34 p.m.

Planning & Facilities Committee Report

Gillard Cohen, Chair, gave the Planning and Facilities Committee report as follows:

Alford Branch: On February 7, Gillard Cohen, Cyndi Berner Harris, Barbara Baker, Ed Koon, Council Member Bill Gale and former Director

of Libraries, Richard Rademacher, joined together for a walk-through of the building. Architects and contractors were present to answer questions. A certificate of occupancy for the building is expected to be in hand by March 3, the date staff hopes to start moving into the building. Mr. Cohen commented that the building looks real good and is very spacious. The adjacent Fire Station is taking occupancy and does not appear to obscure the library site from Meridian. Ed Koon commented that he was impressed by the color scheme of the building. The grand opening weekend for the Alford Branch is April 4-6, 2003.

Public Affairs Committee Report

Randy Brown, Chair, gave the Public Affairs Committee report. The Kansas Library Association Legislative Day is Thursday, February 20. Board Members Barbara Baker and Helen Parli will be attending, along with Jennifer Heinicke, Special Projects Librarian, Cyndi Berner Harris, and Mike Taylor, City Government Relations Director. Two members of the Friends Board will also be in attendance. Issues to be discussed are the loss of demand transfers, which is money out of the general fund, cuts in state aid, and a public relations mission to talk about the importance of libraries. Legislators will be informed that libraries are important to the people of the state, and that although funding comes from the boundaries of the City of Wichita, in reality we are a regional resource. A significant part of our customer base lives outside the taxable district; therefore, state funding really matters.

The advocacy efforts in south Wichita have worked to the effect that Seneca and Aley Branch patrons are happy with the upcoming transition into the Alford Branch. One call has been received from a reporter with *The Wichita Eagle* who is working on a story about the effect Aley's move will have on Stanley Elementary School.

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Friends of the Library Liaison Report

Helen Parli, Friends of the Library representative, noted that the Friends of the Library's next book sale will be March 22 & 23, 2003. Attendance at the February lecture series was poor; however, this may have been due to it being a bad weather day. The next lecture series will be March 6 with Marilyn Harp, executive director of Legal Services of Wichita, talking about "The Status of Women and the Law." Sharon West, real estate broker, will be the speaker April 3. Her topic is "Dress Your House for Success."

Director of Libraries Report

The Friends of the Library projects that after the Friends March book sale they will have raised their \$50,000 commitment to the Wichita Community Foundation challenge grant program. When they make the payment to the Community Foundation and the 1:3 match is received, the Library's NEH Challenge Grant campaign will be officially completed.

As of January 1, 2003, the Friends of the Library will contribute approximately 50% of their monthly revenue to a special fund to be used for the purchase of Library materials. We have received a \$2,000 check for the month of January. This is very much appreciated.

The Friends have also decided to finance the farewell party at the Seneca Branch, the donor opening reception expenses at Alford and for expenses to help promote the new facility to the neighborhood (school fliers and location/hour magnets).

Carol Nazar, Executive Director of the Wichita Public Library Foundation, is submitting a grant application to the Beaumont Foundation, which was created as part of a government settlement with Toshiba. The grant is for wireless mobile computer labs that we could use at any of our library locations. We will be notified in May as to the outcome of the application.

Ms. Berner Harris relayed some good news regarding her visit with the City Manager and representatives from the Finance Department. Upon review of the submitted budget reductions, the City Manager decided to recommend a freeze rather than elimination of the Children's Librarian position at Alford. Some money was returned for employee training and travel, equipment purchases, professional membership dues, and the five furlough closing days were reduced to three. The City Manager was appreciative of the library staff and Board's handling of the budget. He agreed that cuts to the materials budget would be recommended as a last resort. Next Tuesday, February 25 is a City Council workshop where the budget cuts will likely be a discussion item.

David Guilliams, Clerk I in Business and Technology, applied for and received a scholarship to attend the American Library Association annual conference in Canada. David is a student in the library program at Emporia State University. This is luck and good timing since the budget is allowing no resources for conferences of this type.

There has been a problem at the Planeview Branch in regard to the Colvin Elementary School principals barring citizens from the library unless they have a library card. A customer had called stating she wanted to read in the library while waiting for a student, but was not allowed by school staff.

Ms. Berner Harris received word this morning that House Bill 2262 has been filed in the State Legislature by Representative Patterson from Johnson County. This bill regards mandated internet filtering for libraries.

Ms. Berner Harris asked for any questions on the Planeview Branch statistics or on the draft annual report both of which were included in board packets. A motion of approval of the annual report is needed for submission to the City by February 28.

Unfinished Business

None.

New Business

The State Librarian is encouraging public libraries to register for the KanEd program. There is no cost and is available with Internet access. Gerald Layman moved (Peterjohn) to authorize the Director of Libraries to follow the necessary protocol to sign up for the KanEd program with the State. **Motion carried unanimously.**

Randy Brown moved (Cohen) that the 2002 Annual Report as drafted and distributed in the Board packets be approved and submitted to the City. **Motion carried unanimously.**

Announcements

None.

Adjournment

Gillard Cohen moved (Peterjohn) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:07 p.m.

The next regularly scheduled meeting will be March 18, 2003.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries