

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

June 19, 2007

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, June 19, 2007 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mrs. Susan Estes, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, and Tom Engelmann. Absent: Ms. Helen Parli, Mr. Rodger Woods, Ms. Jane Eshelman, Ms. Marge Zakoura-Vaughan, and Mr. Mr. Randy Brown.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Larry Vos, Reference Services Administrator; Jennifer Heinicke, Special Projects Librarian; Jamie Prothro, Customer Service Administrator; Randy Harrison, Systems Analyst II, IT/IS; John Ellert, Support Services Administrator; Seif Al-Shaer, Administrative Assistant; and Jennifer Allen, Administrative Aide II.

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

Tim Moore, President, called the meeting to order at 12:00 p.m., a quorum being present.

Randy Harrison, Systems Analyst II, IT/IS gave the staff presentation on the new enhanced Library meeting room. He gave a live demonstration on how the equipment works by setting up a meeting with the Newton Public Library. The system has a video input so you can share presentations over the web. No phone line is involved; it is all done over the Internet. It plugs directly into the Library's network and shares the bandwidth without causing any problems with Internet connectivity. The background, which doesn't change, is not retransmitted; only things that change are retransmitted saving bandwidth. The speakerphone can be placed in the middle of the table and will pick up all the voices and sounds in the room.

It was asked how many groups could be hosted at one time. Randy answered that the Wichita Public Library is not set up to host, but normally up to three sites can be hosted. Randy went on to explain that the screen can be split into four screens so every group being hosted could be viewed at once. It is also possible to split the screen so that a presentation is shown on one half.

Cyndi pointed out that this was all made possible by a grant from KanEd.

Gerald Layman moved (Ogle) to amend the agenda to allow an executive session at the end of the regular session for the purpose of discussing the acquisition of real property for public purposes. **Motion carried 8-1 with Susan Estes opposing.**

Approval of Minutes

Nancy Ogle pointed out that Alford was misspelled on the first page, third paragraph. Susan moved (Engelmann) to amend and approve the minutes. **Motion carried unanimously.**

Finance Committee Report

Gerald Layman moved on behalf of the Finance Committee that the Finance report for May 2007 and the bills be approved as presented on the agenda: General Fund Bills in the amount of \$492,809.28; 2007 Grant Fund Bills of \$73,889.60; Prior Year Grant Fund Bills of \$608.47; and Gift & Memorial Fund Bills of \$9,082.35 for a total of \$579,389.70. **Motion carried unanimously.**

Jerry announced that the City Manager would be releasing his budget on July 6.

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report:

- The completed Comprehensive Technology Plan for the Wichita Public Library 2007-2010 now has the State Library's seal of approval.
- The proposed photography policy has been approved by legal. Nancy moved on behalf of the Operations Committee to approve the new policy as proposed. **Motion carried unanimously.**
- A new bad check policy has been prepared. A city administrative regulation states that bad checks are subject to a \$30 bank fee. Cyndi explained the new bad check policy. When the bank returns a check, the customer will receive a letter telling them to pay the amount of the check plus a \$30 fee within 15 days. If the customer does not pay, the amount owed will go on their library account in Dynix. This will generate another notice to them giving them 15 more days to pay. If they still don't pay, the fine will automatically be turned over for collection since it is over the \$25 threshold.
- The Library staff has a team looking at meeting room policies to incorporate fees for new equipment.
- The Library is starting to use the public computer timing software and sees an opportunity to enhance service by offering advanced reservations as a value-added service.

Planning & Facilities Committee Report

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

- His & Her Cleaners submitted the low bid for cleaning service at the branch libraries and has begun work. So far no major problems have been reported. Library staff has created checklists; the cleaners complete these daily and send them in for checking and filing.
- Westlink has had its front windows replaced but is still seeing foundation leaks in the basement.
- Evergreen continues to have problems with vandalism in the men's public restroom. Staff is investigating whether or not to lock the restroom doors.
- Tuesday, May 29th, a contractor working on water lines on Oliver severed a major telephone cable. This cable served a large number of businesses and residences in the

general area of Wichita State University including the Angelou branch. The Library had no City networked computer lines and no telephone service for several days.

Public Affairs Committee Report

Cynthia Berner Harris gave the Public Affairs Committee report:

- The Library has had good luck promoting the Summer Reading Program.
- The Library has just come off of two days of StoryCorps. Channel 12 came on behalf of Fox. 12 interviews were conducted. One of the interviewees was a no-show so Barbara Melzer, former Friends of the Library Bookstore manager, happened to be in the building at the time. She filled in by telling her story of being in Europe during World War II. One interview had potential to air on NPR and is in the editing process.
- We are close to finishing the hiring process for a coop student from WSU. They have been interviewed and a reference check has been done. The only thing left is a background check. This student will be here through the summer and fall semester working about 10 hours per week during the summer and about 15 hours per week in the fall.

Special Committee Reports

Wichita Genealogical Society –Barbara Baker stated that the Genealogical Society had a class last Saturday at Alford on Probate and is getting ready for their Salt Lake City trip in September.

Director of Libraries Report

- The Planeview carpet project didn't go as well as planned. They are still closed and expect to open in late June or early July. This is causing problems with the Summer Reading Program for the area and with holds for items located at that branch.
- The Library is working on getting permission to look at automation systems other than what is offered by SirsiDynix. A request has been put on the City Council agenda for June 26 to grant permission to release an RFP. Work has been started on writing the RFP and a letter has been sent to SirsiDynix letting them know that it would be appropriate for them to settle on the defaulted contract before submitting an RFP. The suggested settlement could be in the form of waiving outstanding invoices or to reimburse the Library for expenses incurred.

Cyndi made a request for action to give the Library permission for a special closing for an in-service day on Columbus Day - Monday, October 8. Susan moved (Aldrich) to close the Library to the public on October 8 for staff training. **Motion carried unanimously.**

Unfinished Business

None.

New Business

- Appointments of Nominating Committee have not been done yet, but emails will go out soon requesting service on the Nominating Committee.
- Retiring board members Jerry Layman and Tim Moore were recognized. The book “A Grace Disguised” was added to the Library’s collections in honor of Jerry and “The Pursuit of Justice” in honor of Tim. Tim was also given an engraved vase for his service as board president.

Announcements

Tim read a card from Cathy Landwehr thanking the board for the wedding gift.

Tim announced that this was the end of the regular session and that an executive session would now take place. He excused himself from the executive session due to a conflict of interest and requested that Nancy run the executive session.

At 12:40 p.m. Evelyn moved (Aldrich) that the Library Board recess into executive session to consider preliminary discussions relating to the acquisition of real property for public purposes and that the board return from executive session no earlier than 12:55 p.m. and reconvene in the library board room. **Motion carried 7-1 with Susan Estes opposing.**

The board reconvened at 1:15 p.m. with Nancy stating that no action was necessary as a result for discussion.

Adjournment

Barbara Baker moved (Aldrich) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:15 p.m.

The next regularly scheduled meeting will be July 17, 2007.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries