

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

November 21, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, November 21, 2006 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Ms. Jane Eshelman.

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; Ginny Ray, Customer Service Administrator; Larry Vos, Reference Services Administrator; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

Guest: David Frain, Executive Director, Wichita Public Library Foundation.

Tim Moore, President, called the meeting to order at 12:02 p.m., a quorum being present.

Minutes of the regular meeting held on October 17, 2006 were presented. Randy Brown moved (Aldrich) that the minutes be approved as presented. **Motion carried unanimously.**

David Frain, WPL Foundation Executive Director, introduced himself and spoke of his high regard for the staff of the Wichita Public Library and that it was a pleasure to be working in the Foundation office. David replaces Carol Nazar and appreciates the fact that the Foundation office and funds were left in such good order. A date for the Board to note is January 23, when the Foundation is partnering with Watermark Books for speaker Jill Conner Browne for a fundraiser. The Board thanked David for his presentation.

Finance Committee Report

Jerry Layman moved that the Finance report for October 2006 and the bills be approved as presented on the agenda: Operating Fund Bills in the amount of \$578,273.70; 2006 Grant Fund Bills of \$49,050.08; Prior Year Grant Fund Bills of \$1,145.57; and Memorial & Gift Fund Bills of \$6,664.80 for a total of \$635,134.15. **Motion carried unanimously.**

The Finance Committee reviewed and recommended for approval the following invoices:

- EBSCO – The periodical subscription for 2007 in the amount of \$56,340.49 was approved at last month's meeting; however, EBSCO notified the Library of price adjustments. As a result, the total invoice increased by \$1,155.10. On behalf of the Finance Committee, Mr. Layman moved to approve the revised invoice from EBSCO. **Motion carried unanimously.**
- NewsBank – *The Wichita Eagle* full-text article database -- \$11,805.00. NewsBank licenses full-text content of *The Wichita Eagle* for unlimited use within Wichita Public Library locations. The 2007 subscription is \$11,805, an 11.5% increase over the current subscription period. Because of this increase, as well as one last year, the

Finance Committee has asked staff to look for other options that we might pursue other than NewsBank or to do more aggressive price negotiations for the current level of access. Mr. Layman moved, on behalf of the Finance Committee, to approve payment of the NewsBank invoice of \$11,805. **Motion carried unanimously.** On behalf of the Finance Committee, the motion was made to task staff an assigned goal for next year to pursue other options than NewsBank for the 2008 subscription. **Motion carried unanimously.**

The Finance Committee reviewed the Child Start (formerly Child Care Association) lease reconciliation projection. The \$905/month charged for office space at Evergreen is resulting in an overpayment of approximately \$2,375. Staff proposes refunding most of this, withholding only enough to cover minor unanticipated expenses. Mr. Layman moved to authorize staff to process a \$2,000 refund in rent to Child Start. **Motion carried unanimously.**

The 2008 budget process will begin earlier this year. The Director is asking the Board for any suggestions related to services of the library. The budget will most likely come to the Board for its approval at its February meeting.

Operations Committee Report

Nancy Ogle, Chair, gave the Operations Committee report.

- At last month's Board meeting, discussion was held regarding asking the Friends Good Samaritan program to handle requests for assistance with meeting room rental fees. The Friends Board voted to support the concept.
- Work continues in arranging for the transition to the Police Department for security at Central. The supervisors of the new security guard positions have requested changes to the Library's Customer Code of Conduct. The Director would like to discuss these requests with staff and Jay Hinkel, our City's legal counsel. Any changes would be brought to the Operations Committee for review.
- Updating the technology plan is on hold because of focus on the transition from Dynix to Horizon project.

Planning & Facilities Committee Report

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

- After the remodeling at the Tallgrass Dillons, Comotara was reported to have had complaints about no signage for the library. A sign 12" tall and 11'6" long stating "PUBLIC LIBRARY" will be placed by Kroger where the previous signage had been.
- The Director is working with Mac McKee of Gossen Livingston on the library master plan final draft.
- Capital improvement plan submissions have been completed as they relate to the first ten years of the master plan.
- Both the Omaha Public Library and the Milwaukee Public Library have been impressed in WPL's handling of the master planning process. Cynthia Berner Harris held an

interview with the Director of the Milwaukee Public Library who is looking to initiate a master planning process. The Milwaukee Public Library Director was particularly impressed with what she had read in the library professional journals about the way Wichita handled community input and gained consensus on the plan.

Public Affairs Committee Report

Randy Brown, Chair, gave the Public Affairs Committee report.

- The Kansas Library Association Governmental Affairs Committee continues to refine its 2007 legislative agenda with the following priority items:
 - More money requested for databases used across the state;
 - Support the Kansas State Data Center (of which WPL is a partner);
 - Sustain our state grants-in-aid;
 - Consolidate the Kansas State Library Advisory Commission and the Kansas Library Network Board;
 - Encourage that there is a library and a licensed media specialist in every school;
 - Support and encourage the local authority of Library Boards.
- Legislative Day is Thursday, February 15. Any Board member interested in attending was asked to advise Ms. Berner Harris. Mr. Brown will attend, as well as the Director and Jennifer Heinicke, Special Projects Librarian. It is anticipated that a chartered bus will be provided by the South Central Kansas Library System to transport attendees.
- We are watching federal legislation regarding any developments related to the Deleting Online Predators Act (DoPA) as the Congressional session nears completion.
- A Committee meeting will be called soon to talk about marketing and community awareness efforts for 2007.

Special Committee Reports

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

- Two branches are celebrating anniversaries: Comotara in November and Maya Angelou in December.
- Sharon West shared pictures of her visit to Mesa, Arizona at their used book store which ours was modeled after, and noted that they have an honors system if no volunteer is manning the store.
- Larry Romine, Treasurer, bought bill and coin counters for use by WPL staff.
- Gail Fisher was voted as a new member of the Friends Board.
- The bookstore is still in need of volunteers and sorters.
- Membership consists of 573 total – 539 Gold, 34 regular.
- The next meeting will be held January 11, 2007.

Library Foundation – None.

Wichita Genealogical Society – Barbara Baker stated 32 people attended the WGS quarterly meeting this past Saturday, Nov. 18 at Alford.

Director of Libraries Report

Two new measures of library quality have been released. The reports, along with comparative ones from 2005, were distributed. The HAPLR (Hennen's American Public Library Ratings) report is a national rating system that evaluates both inputs of resources and outputs of use. WPL saw a percentile score increase of 2.5%, due to the first inclusion of data from Evergreen and Alford. The Kansas Public Library Rankings is a report that provides comparative data about libraries in Kansas.

The Library received a request to not include O.J. Simpson's "If I Did It" in our materials collection. The request was sent via email to the Director with copies to all members of the City Council. The Library had placed an order for copies and was seeing a slow but steady climb in the reserve list for the title. With yesterday's announcement of cancellation of the publication, the decision was taken out of our hands.

Employees have been actively involved in the profiling for creating the new system in Horizon. We hope the transition to Horizon will be completed by mid-March 2007.

The budget process for 2007 revisions and 2008 budget creation has begun. Our projected timeline will have us bringing some preliminary information to the Board in January, looking to have the Board take final action in February, with presentation to the strategy teams in late February or early March. To that end, it would be helpful for staff to receive some direction from the Board about any changes, particularly enhancements, that they might wish included in our budget submission.

Board members were reminded of the farewell reception honoring Ginny Ray, Customer Service Administrator, Tuesday, November 28, 3 to 5:00 p.m.; and of a retirement reception for Lucille Holder, Administrative Aide II, on Thursday, December 7, 2 to 4:30 p.m. Board members are also invited to the annual holiday tea for volunteers, staff and retirees on December 14, 2 to 4:00 p.m.

At the December 19 Board meeting, an executive session to discuss performance of the Director of Libraries will be scheduled so that the information may be forwarded to the City Manager as part of the annual evaluation process.

The Director of Libraries reviewed the department's 2006 goals and shared the thoughts of the library management team in regard to changes for 2007. Goals relating to increasing the value of service Wichitans receive from the library, completing migration to the Horizon system and providing local arrangements support for the Kansas Book Festival will remain. The goal regarding the master plan will evolve into one that involves completing activities to help make the concepts of that plan a reality. A new, fifth goal relating to increasing community awareness of the resources of the Library will be added as a result of the citizen feedback from the citizen focus groups and surveys.

In response to the budget submission, Mr. Layman thought enhancements should include the materials budget and staffing.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Donna Aldrich moved (Brown) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:40 p.m.

The next regularly scheduled meeting will be December 19, 2006.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries