

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
July 19, 2005

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, July 19, 2005 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Gerald Layman, Mr. Tim Moore, Ms. Nancy Ogle, Ms. Helen Parli and Ms. Marge Zakoura-Vaughan. Absent: Ms. Cathy Landwehr and Ms. Evelyn Neier.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Julie Linneman, Programming/Outreach Administrator; Ginny Ray, Customer Service Administrator; Larry Vos, Reference Services Administrator; Seif Al-Shaer, Operations Section Manager; and Jennifer Heinicke, Special Projects Librarian.

Also in attendance: Myrna Hudson, League of Women Voters; and Jay Hinkel, Assistant City Attorney.

Officer Lenny Rose, Wichita Police Department, presented certificates of appreciation from the Wichita Police Department to members of the library staff, the Library Board of Directors and the Friends of the Library for their efforts and assistance in helping to resolve safety concerns at the Central Library. Those present to receive awards were Seif Al-Shaer, Cindy Bailey, Randy Harrison, Katie Menon, Ginny Ray, Mora Singh, Robert Tucker and Larry Vos. Those absent that will receive the awards were John Ellert, John Green, Richard Mayes and Ken Warner, as well as former employees Lucy Alfonso and Vanhphenh Leong. Officer John Duff submitted the names for selection of the awards.

Jay Hinkel, Assistant City Attorney, presented a review of ordinances, statutes and Kansas Open Meetings Act compliance guidelines as they relate to the duties of members of the Library Board of Directors. The Board packets contained a number of documents that Mr. Hinkel addressed. Compliance guidelines of the Kansas Open Records Act and Kansas Open Meetings Act have been tested by time and proven successful. Some items that Mr. Hinkel specifically noted were:

- 1) Term limit is four consecutive two-year terms (eight years);
- 2) All members are required to vote on an issue unless not sworn in by the City Clerk or upon a conflict of interest. Silence means a yes vote.
- 3) If a member fails to attend three consecutive meetings, he/she would be removed from the Board. The Board has authorization for acquisitions without City Council approval, as well as receiving gifts/donations.

The Board thanked Mr. Hinkel for his presentation.

Tim Moore, President, called the meeting to order at 12:27 p.m., a quorum being present.

Two new Library Board members were introduced – Tom Engelmann and Marge Zakoura-Vaughan.

Minutes of the regular meeting held on June 21, 2005 were presented. Randy Brown moved (Estes) that the minutes be approved as presented. **Motion carried 11-1 with Ms. Zakoura-Vaughan abstaining because she was not present nor a member of the board at the time so had no knowledge of the business conducted during the meeting.**

### **Finance Committee Report**

Gerald Layman moved that the Finance report for June be approved as presented on the agenda: Operating Fund Bills in the amount of \$497,467.78; 2005 Grant Fund Bills of \$43,298.91; Prior Year Grant Fund Bills of \$1,402.46; and Memorial & Gift Fund Bills of \$12,367.39 for a total of \$554,536.54 for the month of June 2005, as well as the Financial Report for June 2005. **Motion carried unanimously.**

### **Operations Committee Report**

Nancy Ogle, Chair, gave the Operations Committee report.

- Three years ago, the library system closed to the public on the observed Columbus Day holiday so that staff and volunteers could participate in a daylong in-service training program. The Director has asked that the Board authorize this year's Columbus Day holiday, October 10, for the same purpose. The day would bring staff together, some of who have never met. Items covered would be education on the upcoming migration from Dynix to Horizon plus team-building exercises. Staff members have been in touch with Tim Rogers, Kansas Library Association President and Associate Director of Operations for the Johnson County Public Library, Pat Gaunce, Manager of the Kansas City Kansas Public Library's West Wyandotte Branch and Laura Loveless, West Wyandotte Public Services Supervisor. These three individuals do team building training for the Kansas State Library and the Emporia State University School of Library and Information Management at the KPLACE Institutes (professional development for library employees without MLS degrees). A \$3,000 budget for the day includes fees for presentations, as well as lunch and break refreshments. Funding would come from the donations received from the Friends of the Library. Ms. Ogle moved (Eshelman) that the Board authorize a special closing of all library facilities on Monday, October 10, 2005, so that department employees and volunteers may participate in a day of in-service training. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

Donna Aldrich gave the Planning & Facilities Committee report.

- Roof repairs at Rockwell are complete.
- The new ADA sidewalk ramp at Westlink was completed earlier this week. The new ramp at Rockwell should be finished today.
- The City has engaged a firm from the University of Missouri to help do assessments of public buildings as part of the settlement of the ADA lawsuit from last year. One of our Alford staff reports that when the group visited they noted that the Alford family restroom was the first one they had found that was fully ADA compliant.

- With encouragement from the Wichita Police Department, we have submitted a ‘wish list’ that would enhance security at the Central Library by moving some security cameras to allow better monitoring of our garage/delivery dock and to add access control (badge security) at the staff entrance. All City departments were encouraged to send information that might qualify for funding through Homeland Security Grants. We have no timetable for knowing if these projects would be selected for implementation.
- The strategic planning process continues. The team is working on the questions to be asked of citizens and is starting to work through the stakeholder list we provided to help create appropriately configured focus groups.

Ms. Berner Harris distributed a draft document from Gossen Livingston Associates identifying goals for the strategic planning study. The document was reviewed and approved by consensus.

### **Public Affairs Committee Report**

Matt Goolsby, Chair, gave the Public Affairs Committee Report.

- The City’s cable access channel (Channel 7) is being reconfigured to allow for more aggressive marketing and promotion of City services. To that end, Jennifer Heinicke, Special Projects Librarian, and representatives from the City Manager’s staff have been visiting libraries and collecting photos to be placed into the slide rotation. Possibilities for airing tapes of library programming are also being explored.
- The *BookLetters* service, demonstrated at the April 19 Board meeting, continues to expand. We are particularly pleased with the new newsletters that announce programs for the upcoming week for each of our larger libraries as well as for the entire library system, the newsletters that highlight some of our new materials acquisitions and the “In the News” newsletter that takes a news story and relates it to items in our library’s materials collection.

### **Friends of the Library Liaison Report**

Helen Parli, Friends of the Library liaison, imparted the following news from the July 14 meeting:

- Numbers remain strong in the Friends of the Library membership.
- Staff reported on the positive response of the first Senior Wednesday program, with over 70 people in attendance.
- The Used Bookstore is in need of more volunteers.
- The Director of Libraries thanked the Friends Board for purchasing 100 of the new Harry Potter books for the library.
- The by-laws were amended to clarify that no individual may serve simultaneously as a voting member of the Library Board of Directors and the Friends of the Library Board of Governors.

## **Director of Libraries Report**

The Technical Services staff worked hard on processing the new Harry Potter books readying for its release on Saturday, July 16. A special courier run was made Saturday morning so that all copies were ready for checkout on that day.

Copies of the 2005 semi-annual goals progress report were mailed in Board packets. The Director was pleased with the progress shown. A travel summary report for library staff from January – June 2005 was also included in Board packets. Ms. Berner Harris stated she would be available for any questions on these two items.

We have processed requests for universal service (e-rate) reimbursements from some of our technology vendors in excess of \$21,000. These reflect subsidies for charges incurred from January through June of this year.

The Capital Improvements Program proposal includes some projects for libraries. In addition to the ADA enhancements already underway, there appears to be funding to help replace public seating at the Central Library as well as scheduled repairs to branch parking lots in future years.

The Planning and Facilities Committee, along with President Moore and Director of Libraries Berner Harris will meet on August 10 with the consultants working on the Century II expansion study. The purpose of the meeting will be to discuss the impacts of expansion on the Central Library and its service delivery.

The Summer Reading programs continue to be very successful this year. The Wichita Wranglers Sunday, August 21, 4:00 p.m. game is scheduled as Library Day for the summer reading club finishers. The Library has scheduled use of the City's Skybox at Lawrence-Dumont Stadium for this game. Board members are invited to attend with Ms. Berner Harris having tickets on hand for distribution following the meeting.

## **Unfinished Business**

A question was asked how the new vending machines were doing. The staff response is good in that they see lower costs. Some have hoped for coffee as an option.

## **New Business**

None.

## **Announcements**

The Nominating Committee will present the slate of officers for the 2005-2006 year at next month's meeting. A list of 2005-2006 committee preferences will be mailed in the Board packets. Mr. Moore asked that members complete and hand in at the August 16 meeting.

**Adjournment**

Randy Brown moved (Estes) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:55 p.m.

The next regularly scheduled meeting will be August 16, 2005.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries