

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

December 17, 2002

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, December 17, 2002 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, Ms. Ronda Limon-Lowderman, Mr. Tim Moore, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Karl Peterjohn and Ms. Lois Ruby. Absent: Ms. Sarah Bagby. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; John Ellert, Coordinator of Support Services; 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, Gwen Harris, Orchard Branch Manager, recited the second principle of the Kwanzaa celebration titled "Kujichagulia," which means self-determination in Swahili. The Board thanked Ms. Harris for her storytelling talent.

Tim Moore called the meeting to order at 12:20 p.m., a quorum being present.

Minutes of the regular meeting held on November 19, 2002 were presented. Gillard Cohen moved (Limon-Lowderman) 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 \$468,310.14; Grant Fund Bills of \$42,903.24; and Memorial & Gift Fund Bills of \$3,314.34 totaling \$514,527.75 for the month of November 2002 were presented, as well as the Financial Report for November 2002. Mr. Peterjohn moved that the Financial Report and bills for November 2002 be approved and payment authorized. **Motion carried unanimously.**

The Finance Committee discussed the City's end-of-year budget projections, and the challenges and opportunities in wait for us due to the State budget cuts. Tim Moore stated the budget cuts will have an impact on Library Board decisions, such as long range planning, and whether to integrate to the City's Internet access, as was thought to have happened by now. Ms. Berner Harris indicated she would talk about more budget news in her Director's report.

Operations Committee Report

Nancy Ogle, Operations Committee Chair, gave the Operations Committee report as follows:

- Photocopy fees: Two issues were presented regarding photocopy fees. First, the cost of copying for the public varies at different library locations from 15 cents to 20 cents. This causes confusion for customers since there are different prices in different locations. Consensus of the Board was that the cost should be standardized for 8 1/2 by 11 and 11 x 14 copies to 20 cents per copy across the library system. Second, the City's copier vendor has informed library staff that 11 x 17 copies cost the library twice as much as letter and legal copies and that this difference should be passed through to customers. Staff thought that forty cents per copy was too extreme. Nancy Ogle moved that the library standardize copies to 20 cents each and no longer offer the 11 x 17 copies. Gillard Cohen stated that many materials cannot be removed from the library, and therefore a patron may need to make large copies. Karl Peterjohn, Ed Koon and Randy Brown all agreed that the option of providing 11 x 17 copies should not be stopped. Nancy Ogle withdrew her original motion. The two issues were handled separately.

Lois Ruby moved (Layman) that all copy machines charge 20 cents for 8 ½ x 11 and 11 x 14 copies system-wide, effective January 1, 2003. **Motion carried unanimously.**

Ed Koon moved (Ogle) that 11 x 17 copies be offered at 40 cents each starting January 1, 2003. **Motion carried unanimously.**

- "Bag" policy: The Central Library has had problems with patrons bringing sleeping bags and bedrolls into the building. With guidance from the City's legal department, the staff recommend revisions to the Customer Code of Conduct that stipulate that all personal items must fit under one library chair, and that library premises shall not be used for storage of personal belongings. The wording added under 'Unacceptable behavior' of the Customer Code of Conduct is as follows:

"Interfering with, obstructing or blocking free passage on Library premises. This includes restricting passage with anything that creates obstacles or takes up seating or table space. To ensure safe and comfortable passage of library customers, ALL personal items must fit readily under one library chair. Items needed for library research and necessary human conveyances such as wheelchairs and strollers are exempt from this size limitation.

"Failing to keep personal belongings to oneself. The Library is not responsible for lost or stolen property. Library premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and discard."

Nancy Ogle moved (Eshelman) that the Board approve the above bag limitations and subsequent revised wording to the Customer Code of Conduct policy. **Motion carried unanimously.**

- The Alford Branch will be ready for occupancy by mid-March. Stanley school (home of the Aley Branch) will close March 13, 2003 for asbestos abatement during spring break. The Director of Libraries advised the Operations Committee that it would be to our advantage to move Aley's materials prior to the abatement. Closing the Aley Branch at the end of February would allow us to schedule movers with adequate time to complete the move. This would also provide school staff a time frame for converting their school library circulation to the school district automation system as quickly as possible. No schedule is proposed yet for Seneca's closing as we would like to keep service in place as long as possible to minimize disruption for customers. Nancy Ogle moved (Limon-Lowderman) to close the Aley Branch at the end of the business day Friday, February 28, 2003. **Motion carried unanimously.**

Ms. Ogle stated that the compensation guidelines for Kansas Public Library Directors, as approved by the Kansas State Library Advisory Commission, were provided in the Board packets for information. The Operations Committee will review and discuss prior to the January 2003 Board meeting.

Planning & Facilities Committee Report

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

Alford Branch: Furniture specification is complete. Bid opening is planned for January 3, 2003.

The WPL Foundation is preparing a \$50,000 grant request to the Leonard and Celia Levand Trust to help with expenses related to public access computers, self-check and other miscellaneous needs for the Alford Branch. The library staff wishes to propose to David Broomfield, the Levand Trustee, that the meeting room at the Alford Branch be named in memory of Mr. and Mrs. Levand if the trust opts to become the lead donor on the project. This idea has been shared with the City Manager who has approved offering this recognition to the trustee if the Board opts to do so. Ms. Berner Harris advised that the library has already received over \$500,000 from the Levand Trust for collection growth, computer access, and the NEH challenge grant. The naming of the meeting room at Alford would be a permanent recognition of the library's appreciation. Gillard Cohen moved, on behalf of the Planning and Facilities Committee, that the meeting room at the Alford Branch be named in memory of Leonard and Celia Levand if the Levand trust grants our \$50,000 request. **Motion carried unanimously.**

Public Affairs Committee Report

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

Mr. Brown spoke with Mike Taylor, City Government Relations Director, regarding legislative concerns for the upcoming session.

The annual Kansas Library Association Legislative Day in Topeka is Thursday, February 20, 2003. All Board members are encouraged to attend if possible. The South Central Kansas Library System will be chartering a bus to the event. Ms. Berner Harris and Mr. Brown will provide more details as they become available.

The Evergreen facility has received positive comments and is running smoothly.

Jennifer Heinicke, Special Projects Librarian, noted that KAKE-TV produced a "KAKE on Your Side" segment about lost library materials.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library representative, had the following information:

- Ms. Parli passed around a copy of an informational sheet from Dr. Jim Erickson, President of the Friends of the Library, regarding a book titled "Stupid White Men" by Michael Moore which came under controversy. Librarians from throughout the country came to the defense of the author to encourage the publisher to fulfill the contract to release the book. WPL owns eleven copies of the title.
- The next Friends of the Library lecture series will be February 6, 2003, with Dr. Gretchen Cassel Eick, associate professor of history at Friends University, as the guest speaker. The Friends Board will meet after the lecture.

Director of Libraries Report

Cyndi Berner Harris invited Board members to attend the library's holiday party this Thursday, December 19, 2002 in the Central Auditorium from 1:30 to 4:00 p.m.

Three WPL employees are in Topeka today for virtual reference training of which WPL will be part of the pilot project beginning January 2003.

We have submitted an application to the MetLife Foundation for the Reading America program. Julie Linneman, Coordinator of Programming/Outreach, and Jaime Prothro, Evergreen Branch Manager, worked on this proposal along with Jamie Lopez, Acts on Truancy. The application is for an inner-generational local film discussion program where the Evergreen Branch will partner with Acts on Truancy to present the programs if funded. We are well positioned to qualify for this program with the location of the Evergreen Branch.

The WPL Foundation, depending on what the stock market does between now and the end of the year, is expecting distributions from endowment funds of approximately

\$150,000. This will be particularly beneficial for us next year as we face almost certain budget cuts.

Congratulations to Mary K. Bird-Guilliams, Coordinator of Collection Development, who is now a book reviewer for *The Library Journal*.

Returning to the budget issue, Ms. Berner Harris stated that the state level budgets are in tough shape. She spoke with a member of the Kansas State Library who surmised that the cuts would come from the state grants-in-aid program to public libraries. The Wichita Public Library's share of that amount would be approximately ten percent of the total amount. Potentially, this could approximate a \$20,000 cut for us. At a meeting in Denver this past Friday, Ms. Berner Harris heard from other library representatives that if state budgets fall below a certain level of funding, those states no longer fulfill a maintenance of effort required for federal funding of libraries.

Jane Eshelman departed the meeting at 1:12 p.m.

At present, the City has a hiring freeze in place, and therefore our Collection Development position is frozen. The Alford Branch Manager requisition has been freed up so we can start recruiting some staff for the new branch.

Ms. Berner Harris met with library staff recently to discuss the budget news. Staff came up with great ideas about how we could help lower expenses; however, small things, i.e. turning off lights in offices when not in use, would not be enough to impact the cuts. Karl Peterjohn said the new Governor can make her own allotments, and noted that we are in a recession. Ms. Berner Harris stated that the City has not given departments any numbers yet as far as budget cuts; however, the Finance Department is starting to consider different scenarios. She noted that one of the most expensive budget items for the library is related to the integration of our IT system into the City's. John Ellert, Coordinator of Support Services, is starting to work on the e-rate applications for 2003. Leveraging e-rate discounts and extending the time frame for completing the integration into City IT support could generate significant cost savings without negatively impacting service. Ms. Berner Harris shared this idea with the Finance Department; however, expenses from our department, if hooked into the City's system, would be revenue for another City department. So, the suggestion was not favorably received.

Unfinished Business

None.

New Business

Ed Koon asked if nominations would be submitted for the Presidential awards as seen in the recent KLA newsletter. Ms. Berner Harris stated she had this listed as an agenda item for this Thursday's Administrative Council meeting. Categories would be for the "New Professional," "Library Advocate," and "Presidential Award."

Announcements

None.

Adjournment

Gillard Cohen moved (Peterjohn) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 1:20 p.m.

The next regularly scheduled meeting will be January 21, 2003.

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries