

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
March 20, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, March 20, 2018 at the Central Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Prisca Barnes, Ms. Lee Gee, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVous, Administrative Assistant; Stephanie Huff, Marketing and Communications Manager; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Tammy Penland, Support Services Manager; Julie Sherwood, Programming and Outreach Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Jim Byrum, Darla DeSpain, Tadonne Neal, and Marge Zakoura-Vaughan.

Staff Presentation

Director Berner recognized retiring board members Lee Gee, Kellie Hogan, Marcia Newton, and Kerin Smith by presenting books that will be placed into the library collection in their honor.

Call to Order

President Kellie Hogan called the meeting to order at 12:05 p.m., a quorum being present.

Introductions

Visitors Tadonne Neal and Marge Zakoura-Vaughan were introduced.

Approval of the Agenda

Jonathan Winkler moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Consent Agenda

President Hogan asked if there were items to be removed from the consent agenda. No items were identified. Shannon Littlejohn moved (Anderson) to approve the consent agenda as presented. **Motion carried unanimously.** Actions taken through this motion included approval of:

- Minutes of the February 20, 2018 Library Board meeting
- February 2018 Revenue Report
- February 2018 Report 204 of General Fund Expenditures
- February 2018 Bills
 - General Fund Bills: \$706,417.26
 - Prior Year Grand Fund Bills: \$18,822.72
 - Gift & Memorial Fund Bills: \$197.87
- Proposed 2018 State Grants-in Aid Budget
- Director of Libraries Report
- Library Foundation Report

Unfinished Business

None

New Business

Director Berner shared a presentation containing background information on City budget challenges over the next five years. An increasing structural budget deficit is projected for 2019-2022, as a result of predicted costs to meet existing service commitments outpacing growth in revenue. Income is either stable or declining from sales tax receipts, court fines, franchise fees, the gas tax, and assessed valuation growth. For the Library, federal and state grants have decreased 45% since 2000, with four out of six major grant programs being abolished. Over the past few years the Library has implemented numerous changes to meet budget requirements. These include consolidating and closing locations, reducing public service hours, eliminating services, changing staffing models to make greater use of part-time employees, increasing fees, and aggressively using collection and state setoff processes.

Director Berner explained that departments are being asked to identify services and activities core to their missions as well as items so intrinsic to the work of each department that its mission would not be fulfilled if they were no longer offered. Board members were asked for guidance on these issues at the activity, goal and branch library levels.

After much discussion, board members determined that each of the library’s service responses and all branch locations should be considered untouchable in the initial department budget submission.

On behalf of the Operations Committee, Chair Jonathan Winkler moved to approve proposed changes to the meeting room policy (REF-009) as proposed by staff. **Motion carried unanimously.**

On behalf of the Operations Committee, Mr. Winkler moved to allow groups that have historically had regular room reservation contracts at any library location to make reservations throughout 2018 at current rates, providing payment is received before July 1, the effective date of the revised meeting room policy. **Motion carried unanimously.**

On behalf of the Operations Committee, Mr. Winkler moved to deny the request by the Foundation to use an extract from the customer database for a targeted direct-mail fundraising appeal. **Motion carried unanimously.** Staff were directed to develop proposals for revision of the policy on confidentiality of library records that outline the circumstances under which the Board will agree to releases of customer data for fundraising designed to benefit the Library and its supporting organizations.

President Hogan invited board members to contact her if they wished to serve on a Nominating Committee to choose officers for the coming year.

Planning and Facilities Committee

Staff received the requested planting plan for the Alford branch landscaping from the gardening volunteer. The plan has been favorably reviewed by the Park Department and staff have confirmed that the materials can be obtained at wholesale pricing. On behalf of the Planning and Facilities Committee, Chair David Babich moved to accept the volunteer planting plan for a one-year trial. **Motion carried unanimously.**

The City's Property Management Office has been notified by Dillons of the desire to remodel the Tallgrass grocery store, in which the Library's Comotara branch is located. Dillons' real estate team forwarded a proposed reconfiguration of the library space that would decrease it by more than 50% to less than 300 square feet. Staff from the Library and Property Management reviewed this information and replied that the proposal would not meet the Library's needs. The Library's current lease with Dillons states that either party can terminate the agreement with 120 days' notice. No response from Dillons has been received.

Announcements

None

Adjournment

The meeting was adjourned at 1:06 p.m.

The next regularly scheduled meeting will be April 17, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries