

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
April 17, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, April 17, 2018 at the Central Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Lee Gee, Dr. Justin Henry, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Tadonne Neal, Ms. Shelby Petersen, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Cari Eagles-DeVos, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Tammy Penland, Support Services Manager; Julie Sherwood, Partnerships and Community Engagement Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Jim Byrum and Darla DeSpain.

Staff Presentation

Partnerships and Community Engagement Manager Julie Sherwood presented information about the Library's recent selection for a grant award from the Public Library Association with assistance from the Knight Foundation. The project is a literacy initiative that uses short stories to encourage reading. As part of the grant, the Library will receive three short story dispenser kiosks to place into the community. A dispenser with stories for children and adults will be put into the waiting room of the University of Kansas School of Medicine's Pediatrics Clinic. A dispenser with general interest stories that can be read in one, three or five minutes will be installed in the clinic waiting room at the Robert J. Dole Veterans Administration Medical Center. A third dispenser will be used by the Library at pop-up events throughout the community.

A second component of the grant involves promotion of a writing contest where local authors will be encouraged to submit short stories that can be published through the dispensers. Wichita is one of four libraries from throughout the United States selected for this initiative.

The grant is valued at approximately \$50,000 and includes two years of product support and supplies for the kiosks.

Call to Order

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

Introductions

Board members welcomed Tadonne Neal, who has been appointed to the Board by Councilmember Johnson.

Approval of the Agenda

Kerin Smith and Director Berner asked that the following items be added to the new business section of the agenda: the 2018 South Central Kansas Library System grant budget, selection of a location for the May board meeting, and establishment of the closing date of the Central Library. David Babich moved (Littlejohn) to approve the agenda as amended. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on March 20, 2018 were presented. Director Berner referred board members to the wording of a motion regarding the establishment of room rental fees. It was the understanding of staff that groups which regularly rent meeting rooms in any of the Library's locations would be afforded the opportunity to make reservations for the remainder of 2018 at current rates if payment is received prior to July 1. The minutes indicated that this waiver of the fee increases was to be applied only to the Advanced Learning Library. She asked for clarification of the Board's intent on this issue.

Mr. Anderson noted that the fee increases might prove to be a hardship for customers of the Maya Angelou Northeast branch and that he was supportive of implementing the waiver at all facilities. Jonathan Winkler (Anderson) moved to correct the wording of the motion and to approve the minutes as amended. **Motion carried unanimously.** The motion and action, as corrected, now read:

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, provided payment is received before July 1, the effective date of the revised meeting room policy.

Finance Committee Report

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the preliminary revenue report and the 204 report of expenditures for March 2018 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the preliminary report of bills for March 2018 in the following amounts: General Fund operating bills of \$623,861.08; prior year Grant Fund bills of \$25,912.16; and Gift & Memorial Fund bills of \$1,715.22 for a total of \$651,488.46. **Motion carried unanimously.**

Operations Committee Report

On behalf of the Operations Committee, Chair Jonathan Winkler moved that staff be directed to update certain policies to change current references to the Central Library to refer to the

Advanced Learning Library, and that the policies thus revised be deemed to have received Board approval. The text to be changed in each policy describes functions currently carried out at the Central Library and does not include historical references, such as one to its opening in 1967. The policies are:

- ORG-003 – Library Support Organizations
- ORG-003.1 – Friends of the Wichita Public Library
- ORG-003.3 – Wichita Genealogical Society
- CIR-004 – Issuing Cards to Tour Groups and Classrooms
- REF-002 – General Equipment Available for Customer Use
- REF-005 – Photograph Collection Reproduction
- REF-005.1 – Use Fees
- REF-011 – FamilySearch Center Affiliate Program
- REF-012 – Test Proctoring
- CUS-001 – Customer Code of Conduct
- PER-002 – Building Opening and Closing
- PER-008 – Volunteer Program

Additionally, it was recommended the board designate one of its own to proofread the freshly revised policies. Chair Jonathan Winkler was so chosen. **Motion carried unanimously.**

Planning & Facilities Committee Report

Committee Chair David Babich reported shelving continues to be installed in the Advanced Learning Library. Flagpoles are in place and a contract for exterior digital signage is being developed. The Northwest Lions Club has asked to donate and plant a tree at the Advanced Learning Library. The City's arborist has been contacted about this request. The Committee encourages staff to find a way to accept the landscaping gift.

Execution of the volunteer-created landscaping plan at the Alford branch will begin at the end of the week. Color selections and wall treatments have been made so that repairs and routine maintenance at the Maya Angelou Northeast and Westlink branches may be completed.

Mr. Babich asked about the future of the Joan of Arc statue at the Central Library. Director Berner reported that a determination of whether or not the statue is to be relocated is under the purview of the Division of Arts and Culture.

Public Affairs Committee Report

On behalf of the Public Affairs Committee, Chair Lamont Anderson moved to direct the President of the Board to sign and distribute a letter to Senator Roberts and Congressman Estes to elicit support for the renewal of authorization and funding for the Institute of Museum and Library Services. **Motion carried unanimously.**

Special Committee Reports

Friends of the Library – No report

Library Foundation – Director Berner reported that an announcement regarding the completion of the Capital Campaign for the Advanced Learning Library will be part of the Mayor’s weekly news briefing.

Wichita Genealogical Society (WGS) – Jim Byrum announced WGS is working with the library in preparation for the upcoming move. The May and June board meetings will be held at the Alford branch. The April monthly meeting will be held at Alford and feature a presentation on Medical Genealogy.

The research trip to St. Louis and Ft. Wayne will happen from September 8-16, 2018.

The Genealogical Conference on October 13 will feature Cyndi Ingle from Cyndi’s List.

Director of Libraries Report

Director Berner distributed copies of a brochure produced by using information from the Library’s 2017 statistical report to populate a template made available by the Public Library Data Service.

As part of the transition to the Advanced Learning Library, some services will need to be temporarily suspended. This includes hold pickup at the Central Library and all operations of the Interlibrary Loan Service. Hallett Movers will return to Wichita on April 30 to begin the moving process. The first week can be completed with the library still in operation but during the second week, public access to materials collections will need to be suspended. For this reason, staff recommends that the Central Library close to the public at the end of business on Sunday, May 6. It is hoped that the grand opening of the Advanced Learning Library can be held on Saturday, June 16.

Unfinished Business

None

New Business

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the 2018 SCKLS Grants in Aid budget and to authorize staff to forward the proposed service contract to the City Council with a request for approval. **Motion carried unanimously.**

Jonathan Winkler moved (Neal) to establish the closing date of the Central Library as the end of business on Sunday, May 6. **Motion carried unanimously.**

Kerin Smith moved (Anderson) to hold the May Library Board meeting at the Alford branch library. **Motion carried unanimously.**

Jonathan Winkler reported on proposed changes to policies CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal. The staff report and suggested revisions that were contained in board packets would have created separate appeals processes for operational and

policy issues. The Library Board would hear appeals only for policy issues and customer bans involving the carrying of illegal weapons into the library; other cases would be handled by the Director of Libraries and the City Manager. The Operations Committee took the view that as an administrative body, the Library Board should continue to hear all appeals from customers. Copies of alternate versions of the two policies were distributed. In the new versions, the Library Board retains authority to hear all appeals, while added language states that the City Council retains the discretion to hear appeals of Library Board decisions or to allow them to stand without further review.

On behalf of the Operations Committee, Chair Jonathan Winkler moved to accept the proposed changes to CUS-002 Reinstatement of Library Privileges and CUS-003 Right of Appeal as distributed during the meeting. **Motion carried unanimously.**

Announcements

None

Adjournment

The meeting was adjourned at 12:54 p.m.

The next regularly scheduled meeting will be May 15, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries