

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
September 20, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, September 20, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Rachel Enix, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, Dr. Maaskelah Thomas, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Dr. Justin Henry, Mr. Randall Johnston, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

Kevin McWhorter called the meeting to order at 12:03 p.m., a quorum being present.

Staff Presentation

Board member Lauren Hirsh and Adult Programming staff member Daniel Pewewardy presented information about the recently formed Culturally Responsive Organization (CRO) Committee. This body is an inclusive group of Library frontline staff, administration, and board members who have met over six sessions to complete the “Protocol for Culturally Responsive Organizations” assessment and thereby establish benchmarks for the Library’s cultural responsiveness. Having a diverse group tackle this task provided a much-needed all-angles examination that not only let individual members hear feedback from colleagues with different backgrounds but also allowed the committee as a whole to benefit from transparency and varied perspectives.

The assessment included nine domains, each of which had its own separate list of benchmarks. The committee answered to the best of their ability how they thought the library performed for each benchmark. Some customization became necessary since not all protocols applied to Library structure. The team also focused on three priorities: staff, leadership, and community. Explicit aims that the committee defined include the leadership team establishing and communicating big picture goals that improve access to library services, institutionalizing transparency of efforts through reporting, and driving the overall effort to improve racial equity, inclusion and cultural responsiveness within each of the domains. The leadership team will also ensure the goals can be measured.

Approval of the Agenda

TaDonne Neal moved (Thomas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on August 16, 2022 were presented. WGS liaison Julie Crawford requested that the phrase “Kansas Chapter of the Daughters of the American Revolution” be changed to “Kansas Society of the Daughters of the American Revolution.” Shelby Petersen moved (Schmidt) to approve the minutes with this amendment. **Motion carried unanimously.**

Unfinished Business

None

New Business

Director Prothro outlined the McNaughton book leasing plan the Library is considering. Brodart, one of the Library’s main book vendors, has a subsidiary, McNaughton that sells credits that can be converted into book leases. The Library would pre-purchase credits at ~\$18.50 each and then use them to lease books that would be returned to McNaughton when they are no longer needed. The Library is interested in this plan for two main purposes: covering a gap in new book ordering that occurs when it closes out the financial year, and providing additional copies of popular titles throughout the year to meet surges in customer demand without tying up shelf space.

Director Prothro presented the Wichita Public Library Values Statement. As a result of departmental conversations that included a SOAR assessment, New Employee Orientation focus groups, and a supervisory retreat, leadership determined that the Library needs a clear description of the core values its employees should embody, and that this formulation should be integrated into policy as the organization’s Values Statement (new PHI-004). The exercises used showed that staff prioritized accountability, collaboration, diversity, integrity, knowledge, reliability, respect, service, and teamwork. This led to the identification of three guiding values—Community, Diversity, and Opportunity—that will help take the organizational culture from a transactional service to one that deepens relationships and fosters staff innovation and judgment.

TaDonne Neal moved (Boatman) to adopt the new Values Statement policy as presented by staff. **Motion carried unanimously.**

Director Prothro reported that as a result of funding for the Branch Master Plan’s capital improvement plans for branch locations, specific emphasis will be placed on strengthening services to families who are caring for children under the age of five. This family engagement focus will add new services and programs that include facility updates and strengthening out-of-building community connections. It will be a multi-year process to actualize and establish long-term outcomes. The Library plans to establish a two-year Family Engagement Task Force comprised of members from the Library Board of Directors as well as key community partners to provide collaborative guidance on the development of strengthened family engagement services. This body will meet once per quarter beginning in January 2023, with an agenda that balances information, collaboration, and outcomes development. Board members Shelby Petersen, Donna Douglas, Maaskelah Thomas, Jonathan Winkler, Abi Boatman, and Rachel

Enix volunteered to serve.

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved to approve the August finance report and supplemental bills in the following amounts: General Fund bills of \$768,114.57; Grant Fund Bills of \$38,352.55; and Gift and Memorial Fund bills of \$7,771.33, for a total of \$814,238.45. **Motion carried unanimously.**

On behalf of the Finance Committee, Mr. McWhorter moved to approve the invoice from Newsbank for continued access to the Wichita Eagle in the amount of \$31,894.00. **Motion carried unanimously.**

On behalf of the Finance Committee, Mr. McWhorter moved to approve the invoice from T-Mobile to purchase service for an additional 35 hot spots in the amount of \$21,805.00. **Motion carried unanimously.**

On behalf of the Finance Committee, Mr. McWhorter moved to approve the invoice from Ebsco/Consumer Reports for the 2022 addition of CR.org access in the amount of \$15,000.00. **Motion carried unanimously.**

Operations Committee Report

On behalf of the Operations Committee, TaDonne Neal moved that updates to the policies be approved as presented in the agenda packet, with two changes the committee identified: (1) simplifying language in the first paragraph of proposed policy ORG-002.1, Collection Development Division, to indicate this unit is responsible for selection and maintenance of the library's collections; and (2) rephrasing the final paragraph in proposed policy CIR-004, Issuing Cards to Tour Groups and Classrooms, to extend the ability to arrange bulk loans to outside organizations in general, not just classes of students. Policies updated as a result of this action include:

PHI-004 Values Statement, new
PHI-005 Library Bill of Rights, renumbered
PHI-005.1 Library Initiated Programs as a Resource, renumbered
PHI-006 The Freedom to Read, renumbered
PHI-007 The Freedom to View, renumbered
PHI-008 Libraries: an American Value, renumbered
PHI-008 Code of Ethics, renumbered
ORG-002.1 Collection Development Division, updated
ORG-002.4 Education and Engagement Division, updated
CIR-001 Customer Registration, updated
CIR-004 Issuing Cards to Tour Groups or Classrooms, updated
CIR-006 Interlibrary Loan, updated
CIR-007 Circulation of Materials, updated
CIR-010 Lost Items, updated

Motion carried unanimously.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

No report.

Special Committee Reports

Friends of the Library – Melissa Wilson reported that the September 10 used book sale attracted over 550 customers with nearly \$4000 raised. All leftover books will be taken to Union Mission. The Friends of the Library is still recruiting new board members.

Library Foundation – No report.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the DNA Lecture series continues throughout September and October. Work remains underway for the annual conference in October at the WSU-Hughes Metroplex.

Director of Libraries Report

On behalf of the Foundation, Director Prothro shared a flyer developed to demonstrate how family engagement fundraising helps promote early literacy.

The City Council has authorized the release of funds for the Westlink branch project. The Library can now proceed with a RFP for design services and the lease agreement for a temporary space. Later this week, leadership will visit the space it has identified (7011 W. Central, Suite 205, between a pet groomer and a nail salon in the Crossroads Shopping Center at the southeast corner of Central and Ridge) to begin planning signage, shelving, tech, and other provision that must be in place in order to move.

Staff has created 21,482 new library e-cards for students as part of the partnership with USD 259. Approximately 6,000 students already had a library card, resulting in a net gain of approximately 15,000 new library users this semester. This allows students access to the ever-growing electronic resources.

Leadership will also inspect a transit bus deeded to the Library from City Transit. This Ford F-450 rapid transit bus (of a general design often used for hotel shuttles) is flex-fuel, has low mileage, and doesn't require a special license to drive. With a small investment to get it ready for summer 2023, staff plans to use it to pilot outreach to families of pre-readers.

In October, Paul Hawkins from SCKLS will join the board for an extended staff presentation to gain the board's insights about the Library's mission and vision for the future.

Board members are invited to attend any part of the Library's upcoming in-service day on Monday, October 10. This year's learning centers on service to marginalized communities and

community engagement.

On Friday, September 23, the Library will host its first after-hours event at the Advanced Learning Library in some time. Read, Return, Repeat, the Library's ReadICT podcast, will be presented live to an in-person audience and will feature a virtual appearance by Native American author Sherman Alexie, whose book *The Absolutely True Diary of a Part-Time Indian* has been frequently banned or challenged since it was published in 2006.

The Library is currently preparing for Amnesty Week, which will occur September 26-October 2.

Staff are engaged in discussions with the City Manager's Office and the Neighborhood Resource Centers about residents' need for access to affordable broadband.

Announcements

None

Adjournment

The meeting was adjourned at 1:09 p.m.

The next regularly scheduled meeting will be October 18, 2022.

Respectfully submitted,

Jaime Prothro