

## WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors  
October 18, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, October 18, 2022 at the Advanced Learning Library with the following present in person: Dr. Justin Henry, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Donna Douglas, Ms. Rachel Enix, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. TaDonne Neal, and Dr. Maaskelah Thomas.

### Call to Order

Kevin McWhorter called the meeting to order at 12:06 p.m., a quorum being present.

### Staff Presentation

Paul Hawkins, Director of the South Central Kansas Library System, led a collaborative exercise designed to assist staff in redesigning the mission and vision statements for the Library. Director Hawkins reviewed the purposes of such statements, and shared examples from the City of Wichita as well as other libraries across Kansas. Board members were then invited to input words and phrases that convey their future aspirations for the library. This activity was conducted on Library-provided laptops and the Board's concepts will be used to help develop new mission and vision statements, drafts of which will be circulated for discussion in January 2023.

### Approval of the Agenda

Chuck Schmidt moved (Winkler) to approve the agenda as published. **Motion carried unanimously.**

### Public Comment

None

### Approval of Minutes

Minutes of the regular meeting held on September 20, 2022 were presented. Shelby Petersen moved (Thomas) to approve the minutes as included in board packets. **Motion carried unanimously.**

### Unfinished Business

None

## **New Business**

Director Nix provided a brief summary of the WPL Foundation's request for access to names from the Library customer database for end-of-year fundraising purposes. The Foundation will create a mail merge letter that Library staff will then forward to the direct mail printer along with contact information for the selected cardholders. This process ensures that the Foundation receives the names only of individuals who make contributions or ask to be added to the organization's mailing list. Foundation CEO Kristi Oberg noted that the parameters for the request had been revised to increase the minimum age from 30 to 35 and the minimum lifetime number of library checkouts from 150 to 250, in order to yield a smaller and more affordable mailing.

Jonathan Winkler moved (Petersen) to authorize staff to support the year-end solicitation of the Library Foundation by supplying the requested customer account information. **Motion carried unanimously.**

## **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 \$1,058,616.59; Grant Fund Bills of \$20,787.13; and Gift and Memorial Fund bills of \$22,224.44, for a total of \$1,101,628.16. **Motion carried unanimously.**

## **Operations Committee Report**

Committee did not meet.

## **Planning & Facilities Committee Report**

Committee did not meet.

## **Public Affairs Committee Report**

Committee did not meet.

## **Special Committee Reports**

*Friends of the Library (FOL)* – Kensley Pottebaum reported that the Friends of the Library is still looking for new board members. The FOL Board has begun work on an updated marketing plan to adjust to the changes being made at the Library.

*Library Foundation* – Kristi Oberg reported that the Foundation will be doing its end-of-year mailings to donors and patrons. Gratitude cards to donors will go out in October. Approximately \$190,000 has been raised to date this year.

*Wichita Genealogical Society (WGS)* – Julie Crawford reported that seventy-six people paid to attend the annual conference, which had twelve vendors and eight organizations. Six new

members signed up.

### **Director of Libraries Report**

Director Nix reported that the Library in-service training day was opened by City Manager Robert Layton and followed by the presentation of the new Library mascot, Webster the Owl. The City Manager listened to concerns and issues from Library staff members, who then spent the remainder of the day in breakout sessions that addressed a variety of topics.

The Library is working with Neighborhood Resource Center Coordinator Maddy Campbell to draft a proposal for the City Manager to increase community awareness of the Affordable Connectivity Program, which helps low-income individuals receive low-cost or free Internet at home. The Neighborhood Resource Center and Library will promote this service and extend support to individuals applying for it.

Submissions for the RFP for architectural design services for the Westlink branch remodel project closed at two PM on October 17. The corresponding contract should be in place by November 18, 2022. The branch will move to the temporary location previously identified at 7011 West Central, Suite 205, with the lease starting in March 2023. It will require enhanced soundproofing owing to dogs barking at the groomer next door. Construction of the expanded building is estimated to take 10 months.

### **Announcements**

None

### **Adjournment**

The meeting was adjourned at 1:15 p.m.

The next regularly scheduled meeting will be November 15, 2022.

Respectfully submitted,

Jaime Nix