

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
October 17, 2017.

The regular meeting of the Library Board of Directors was held on Tuesday, October 17, 2017 at the Central Library with the following present: Mr. Lamont Anderson, Ms. Lee Gee, 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-DeVos, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Julie Sherwood, Programming and Outreach Manager; and Larry Vos, Information Services Manager.

Guests Present: Eden Bloom, Tom Borrego, Jim Byrum, and Darla DeSpain.

Staff Presentation

Director Berner provided an update on the Advance Learning Library project. Building construction is advancing at a fast pace. Column wraps and ceiling work are underway, installation of storefront glass is in progress, painting touch-ups are nearing completion, the bus canopy has been erected, work on sidewalks and plazas has begun, and millwork and carpet deliveries have been received. Signage specifications are also well underway.

Bid packages for the furniture and equipment are being finalized by item and product line. The automated materials handling system is on order and a request for proposals has been issued for the self-check stations. Network equipment should start being installed in January. Final decisions are being made about the security and AV system packages prior to bidding. Staff is working on coordination of a content management system with the City.

A preferred coffee shop vendor has been selected. Work on a lease agreement is underway.

The request for proposals for a moving company is near completion.

The first meeting of a leadership team to oversee grand opening activities has been held.

Call to Order

First Vice President Kevin McWhorter called the meeting to order at 12:10 p.m., a quorum being present.

Approval of the Agenda

Lee Gee moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Introduction

Eden Bloom was introduced. She is a graduate student in Emporia State University's School of Library and Information Management and is completing a practicum within the Information Services Division of the Central Library.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 19, 2017 were presented. Kerin Smith moved (Gee) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Chair Kerin Smith moved to approve the revenue report and the 204 report of expenditures for September 2017 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the report of bills for September 2017 in the following amounts: General Fund operating bills of \$626,195.87; Grant Fund Bills of \$1941.26; prior year Grant Fund bills of \$14,741.47; and Gift & Memorial Fund bills of \$1,092.83 for a total of \$643,971.43. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the annual magazine subscription invoice from EBSCO in the amount of \$49,432.67. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve a license renewal from NEWSBANK in the amount of \$19,220 for online full-text access to the Wichita Eagle. **Motion carried unanimously.**

Operations Committee Report

Committee Chair Jonathan Winkler reviewed a series of policy updates recommended by staff. He noted three types of changes included in the proposals: 1) those that are editorial in nature, 2) those which reflect updates to processes, and 3) those related to changes to fees.

Board members were referred to the policy proposals included in board packets. Changes to reference policies were reviewed by the committee and determined to be appropriate updates. This included a fee increase for test proctoring services and the elimination of meeting room rental fees for neighborhood and homeowner's associations as well as for official library programming partners. On behalf of the Operations Committee, Mr. Winkler moved to approve changes to the reference policies as recommended by staff and included in board packets. These included:

- REF-002 – General Equipment Available for Customer Use
- REF-005 – Photograph Collection Reproduction
- REF-009 – Meeting Room Facilities
- REF-010 – Library Tours and Group Visits
- REF-011 – FamilySearch Center Affiliate Program
- REF-012 – Test Proctoring

Motion carried unanimously.

Mr. Winkler summarized committee discussion regarding proposed changes to CIR-006 Interlibrary Loan. The changes include a new fee of \$3.00 per item borrowed from another library on behalf of a Wichita Public Library customer. The fee is intended to provide some cost recovery for this specialized service. Committee members expressed concern that the fees would be a barrier to information for some customers. Mr. Winkler also shared his own experience as a deaf customer needing to borrow materials via interlibrary loan when the only available local copies were in audio book format, noting that to require a fee in order to obtain information in a format he could use created issues of inequity. He also noted that if the fee results in reduced use of the Interlibrary Loan service, costs per item will increase. This could result in the need to increase the fee to even higher levels in the future.

Director Berner noted that the fee increase has already been programmed into the 2018 adopted budget. The Board can decide not to implement the fee and to instead ask staff to cover the revenue from other sources or from reduced spending.

Mr. Winkler asked for feedback from other members of the board. Several members expressed concern about the impact of the fee. Others asked for more information about how such a fee compares with charges of peer libraries, how projections for the amount of revenue to be generated were established, and how the fee compares to the actual cost of borrowing an item.

Mr. Winkler moved (Gee) to defer action on CIR-006 – Interlibrary Loan and to direct staff to prepare a report with the additional information requested by members of the board. **Motion carried unanimously.**

Planning & Facilities Committee Report

Director Berner reported that the Planning & Facilities Committee did not meet due to lack of a quorum.

Public Affairs Committee Report

Committee Chair Lamont Anderson reported that the Public Affairs Committee did not meet.

Special Committee Reports

Friends of the Library – No report.

Library Foundation – Kevin McWhorter reported that the Campaign Committee is nearing completion of its endgame mail appeal, which has generated over \$107,000 in contributions to date. The Committee has also successfully distributed the Kansas Community Tax Credits, which generated nearly \$400,000 for the campaign.

The Foundation continues to work on major gift solicitations for needs outside of the campaign, specifically the outdoor children’s area. This project has a cost of \$250,000-\$300,000.

Wichita Genealogical Society (WGS) – Jim Byrum announced that membership and attendance continue to grow. Over 170 people recently attended the annual conference. Work has begun on the WGS 2018 calendar of events.

Director of Libraries Report

Director Berner reported that Library staff recently participated in a day of in-service training on October 9 which included tours of the Advanced Learning Library, numerous staff-led presentations to reinforce and expand staff service expertise, and a presentation by Brad Allen, Director of the Lawrence Public Library. Mr. Allen’s presentation was based on the experience of that library, which remodeled its facility from a 1960s building into a state-of-the-art facility with many similarities to the Advanced Learning Library.

The Wichita Area Library Association has announced plans for its annual Library Legislative Luncheon to be held on November 20. Board members were encouraged to save the date and to watch for additional information.

Don Barry, Library Foundation Chairman, will receive the Library Advocate Award from the Kansas Library Association in recognition of his years of service to the Library, the Library Foundation and his most recent role as Chair of the Capital Campaign Leadership Committee.

Unfinished Business

None

New Business

Mr. Winkler announced that the Operations Committee reviewed recommended changes to the board bylaws that were designed to move terms and annual meeting schedules into alignment with the change to fall municipal elections and the updated boards and commissions cycle of the City of Wichita. A handful of other editorial changes were also identified. One additional correction was identified in the Committee meeting.

On behalf of the Operations Committee, Mr. Winkler moved that staff be directed to mail an updated and corrected draft of the bylaws to all members in order for the proposed changes to be considered at the November meeting. **Motion carried unanimously.**

Announcements

None.

Adjournment

The meeting was adjourned at 12:56 p.m.

The next regularly scheduled meeting will be November 21, 2017.

Respectfully submitted,

Cynthia Berner
Director of Libraries