

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
November 21, 2017

The regular meeting of the Library Board of Directors was held on Tuesday, November 21, 2017 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, Mr. Kevin McWhorter, Ms. Marcia Newton, Ms. Shelby Petersen, Ms. Kerin Smith, and Mr. Jonathan Winkler.

Staff Present: Savannah Ball, Rockwell/Comotara Branch Manager; Cynthia Berner, Director of Libraries; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Tammy Penland, Support Services Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

Guests Present: Eden Bloom, Tom Borrego, Jim Byrum, Darla DeSpain, Tim Goodpasture, and Scot Rigby.

### **Staff Presentation**

Assistant City Manager Scot Rigby provided an update on EPC Development. This is a proposed mixed-use development being planned for areas immediately to the south and east of the Advanced Learning Library.

*Mr. Rigby and Mr. Goodpasture left the meeting at 12:35 p.m.*

### **Call to Order**

President Kellie Hogan called the meeting to order at 12:36 p.m., a quorum being present.

### **Approval of the Agenda**

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

### **Introduction**

Savannah Ball was introduced. She is the new manager of the Comotara and Rockwell branches. Ms. Ball was previously employed by the Wichita Public Library. She was most recently employed by the Southwest Kansas Library System, where she has served as the Continuing Education Coordinator and the Interim System Director.

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on October 17, 2017 were presented. Kevin McWhorter

moved (Anderson) 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 October 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 October 2017 in the following amounts: General Fund operating bills of \$749,159.99; Grant Fund Bills of \$12,374.75; prior year Grant Fund bills of \$3,058.33; and Gift & Memorial Fund bills of \$14,378.46 for a total of \$775,971.53. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to receive and file the end of year General Fund budget projection as prepared by staff.

### **Operations Committee Report**

Committee Chair Jonathan Winkler reported that the committee did not meet.

### **Planning & Facilities Committee Report**

Committee Chair David Babich reported on several items of progress at the Advanced Learning Library. These included acceptance of an AV equipment bid from Conference Technologies, completion of a proposed lease agreement with Reverie Roasters for operation of the coffee shop concession, selection of a preferred vendor for self-checkout systems, issuance of a purchase order for the automated materials handling system, and submission to the Purchasing Office of all the bid packages for building furniture.

Copies of the Wichita State University Branch Review were distributed. Mr. Babich reported that staff from the Library and Public Works departments will be meeting to discuss coordination of facility recommendations from the branch review.

### **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* – No report.

*Wichita Genealogical Society (WGS)* – Jim Byrum announced that there was good turnout at the WGS October monthly meeting. Work has begun on the WGS 2018 calendar of events.

## **Director of Libraries Report**

Director Berner thanked the board members who attended the Wichita Area Library Association annual Library Legislative Luncheon held on November 20. Twelve legislators were in attendance.

At last month's meeting staff was asked to provide additional information regarding the proposed interlibrary loan borrowing fee that was incorporated into the 2018 adopted budget by the City Council. The current cost of each borrowing transaction is approximately \$12.40, which includes staff time, cost of one way transport, mailing/courier supplies, and OCLC interlibrary loan system fees. Peer libraries were polled for information about costs and fees. Most libraries do not charge for this service. The Topeka/Shawnee County Public Library does charge \$1 for each successful borrowing transaction. Few libraries had information about their costs for delivering this service. The Operations Committee will be asked to revisit this issue based upon this additional information.

During the most recent bedbug inspection at the Central Library, ten table chairs on the first floor were found with evidence of bugs. After consultation with the City Purchasing Office, all chairs of this style will be removed from the public areas of the building and discarded.

Leah Barnhard will be retiring from the Wichita Public Library Foundation at the end of December. Tom Borrego will be assuming the Executive Director role in January.

## **Unfinished Business**

Director Berner announced that the proposed bylaws changes have been reviewed by the Law Department and approved as to form. In accordance with the current bylaws, copies have been provided via mail to all members of the board. This will enable the bylaws to be placed on the December agenda as an action item.

## **New Business**

Director Berner presented a recommended list of holidays and early closings for the 2018 calendar year. Mr. Winkler moved (Barnes) to approve the 2018 Holiday Schedule as proposed by staff.  
**Motion carried unanimously.**

## **Announcements**

Kevin McWhorter along with the other Board members thanked Leah Barnhard for her service.

## **Adjournment**

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

The next regularly scheduled meeting will be December 19, 2017.

Respectfully submitted,

Cynthia Berner  
Director of Libraries