

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
June 19, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, June 19, 2018 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Lee Gee, Ms. Kellie Hogan, 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-DeVous, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Kristi McEachern, Customer Services Manager; Julie Sherwood, Partnerships and Community Engagement Manager; Jeff Tate, Digital Services Manager; and Larry Vos, Information Services Manager.

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

Call to Order

President Kevin McWhorter called the meeting to order at 12:01 p.m., a quorum being present.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 15, 2018 were presented. Kerin Smith moved (Babich) 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 May 2018 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the report of bills for May 2018 in the following amounts: General Fund operating bills of \$625,546.06; Grant Fund Bills of \$3,000.00; prior year Grant Fund bills of \$33,562.85; and Gift & Memorial Fund bills of \$2,137.47 for a total of \$664,247.38. **Motion carried unanimously.**

Operations Committee Report

Jonathan Winkler reported that the Operations Committee met prior to the Board meeting. The proposed policy changes included in board packets were reviewed. The need for two additional changes was identified. In policy ORG-002.2 Customer Service Division, the second sentence of the bulleted information relating to the Ford Rockwell District Branch Library should be eliminated. This removes the reference to the Comotara branch which will close in July. In policy ORG-002.4 Learning Services Division, the reference to the Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center needs to be replaced with the Edward and Elizabeth Burns Historical Research Pavilion.

On behalf of the Operations Committee, Chair Winkler moved that updates to the policies, including the two additions, be approved. The motion carried. Policies updated as a result of this action include:

- ORG-002 – Library Divisions
- ORG-002.2 – Customer Services Division
- ORG-002.4 – Learning Services Division
- ORG-002.5 – Partnerships and Community Engagement Division
- ORG-002.6 – Support Services Division
- ORG-003.1 – Friends of the Wichita Public Library
- CIR-001 – Customer Registration
- REF-012 – Test Proctoring

Motion carried unanimously.

The Library has received a request from PKM Steel Service for use of an Advanced Learning Library construction photo. The proposed photograph release has been reviewed by the Law Department and approved as to form. The City Manager is authorized to sign the release. It was suggested that the Library Board should provide a recommendation to him regarding the request. On behalf of the Operations Committee, Chair Jonathan Winkler moved to approve the photo release for PKM Steel Service. There was no discussion. **Motion carried unanimously.**

Planning & Facilities Committee Report

A quorum was not present, so the Planning & Facilities Committee did not meet.

Committee Chair David Babich reported the Comotara branch library will be closing and staff will be moved to the Advanced Learning Library and the Rockwell branch library.

Interior painting will begin soon at the Angelou branch library.

There are still a few clean-up issues at the Advanced Learning Library including fixing the cooling distribution throughout the building, badge readers, speakers, signs, and receiving the outdoor furniture.

David Babich moved (Winkler) to fix July 13, 2018 as the closing date for the Comotara

branch library. **Motion carried unanimously.**

Public Affairs Committee Report

Chair Lamont Anderson informed board members about a social media town hall discussing the city budget and encouraged members to get involved in support of libraries. The live interaction will be held on Thursday, June 21 from 2:00-3:30 p.m. Mr. Anderson also encouraged board members to visit branches and speak with the librarians within their districts to learn more about ways to best garner more support for the library system.

Special Committee Reports

Friends of the Library – Director Berner expressed appreciation to the Friends for their support for the ceremonial book brigade and their volunteer assistance during other grand opening activities.

Library Foundation – Executive Director Tom Borrego reported that the May 31st donor preview was well-attended and well-received. Signs and photos will soon be installed notating the donors of various named spaces within the Advanced Learning Library.

The Foundation will be recommended for a \$29,000 cultural arts grant from the City of Wichita. The exact amount of the award will be established during the budget process and contracting to take place later this year.

Wichita Genealogical Society (WGS) – Jim Byrum mentioned that several WGS board members participated in both the donor event and Advanced Learning Library grand opening festivities.

WGS will be partnering with the Library for some activities that will be part of the 2018 Senior Expo.

The September research trip has been cancelled.

Director of Libraries Report

Director Berner thanked everyone in the room for being a part of the grand opening for the Advanced Learning Library. 3,661 items were checked out on opening day and over 200 new customer cards were issued.

David Babich was acknowledged for his letter to the editor in the morning's Wichita Eagle.

Project Wichita now has its survey available as the continuation of the focus group conducted at the last board meeting. A link to the survey along with information about how to participate in the social media budget town hall will be sent to Board members following the meeting.

Unfinished Business

None

New Business

None

Announcements

None

Adjournment

The meeting was adjourned at 12:42 p.m.

The next regularly scheduled meeting will be July 17, 2018.

Respectfully submitted,

Cynthia Berner
Director of Libraries