

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 15, 2020.

The regular meeting of the Library Board of Directors was held on Tuesday, September 15, 2020 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

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

Staff Presentation

Julie Sherwood, Education and Engagement Manager, described the compilation of a Program Procedure Manual that staff will use to secure consistent implementation of the programming policies previously approved by the Library Board. This manual covers a wide variety of issues related to programming, and its appendices include sample forms and lists of supporting materials. In response to the COVID-19 pandemic, staff are writing a new section dealing with virtual programming.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on August 18, 2020 were presented. Erinn Bock moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Chair Erinn Bock moved (Littlejohn) to approve the August 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$649,954.12; COVID-19 bills of \$34,774.48; Grant Fund Bills of \$31,573.51; and Gift

and Memorial Fund bills of \$8,994.32 for a total of \$725,296.43. **Motion carried unanimously.**

Director Berner advised the Board that in response to the need to make budget cuts and an ongoing hiring freeze by the City, staff has identified minimum staffing levels for each of the department's workgroups. When a workgroup falls below its minimum for any significant length of time, adjustments to service may be required. These can include, but are not limited to, reductions in programming, shorter hours of operation, and suspension of in-building services. By endorsing the minimum staffing levels, the Board grants staff the authority to make such service adjustments in consultation with the City Manager's office, and to leave them in place as may be required for the duration of time a workgroup has fewer people than its minimum. Chuck Schmidt moved (Winkler) to endorse the minimum staffing levels as proposed by staff and to authorize any service adjustments that may be needed when available staffing falls below workgroup minimums. **Motion carried unanimously.**

President McWhorter noted that Director Berner, who retires on September 18, 2020, has tendered 37 years of dedicated service to the Wichita Public Library, and moved (Petersen) to rename the Westside Plaza at the Advanced Learning Library the Cynthia Berner Westside Plaza. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

No report.

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that the Mayor's Keeper of the Plains mini-statue is on display at the west entrance to the Advanced Learning Library.

The relocated Linwood branch library is still slated to open in the first quarter of 2021.

Remodeling of the Evergreen branch library is still scheduled to be complete near the end of 2021.

Public Affairs Committee Report

Committee Chair Lamont Anderson states that the library has received a \$1000 Kansas Cares grant for distance learning.

Mr. Anderson asked Director Berner how the Board can help promote and support Reverie Roasters keeping their café in the Advanced Learning Library open during limited operations. Director Berner suggested that the best way to help is to spread the word that the café is open.

Special Committee Reports

Friends of the Library – None

Library Foundation – None

Wichita Genealogical Society (WGS) – None

Director of Libraries Report

Director Berner advised that the Linwood project has been initiated and the Library Board has been designated the Naming Committee for the new branch.

At the Westlink branch, a gas leak has been identified but not yet traced. Since the gas has been turned off, the building is safe to occupy, but hot water is unavailable.

Staff continues to liaise with the Health Department to determine the status of operations and evaluate the feasibility of restoring open public access to the collections. Most libraries in the surrounding area have begun allowing patrons back into their stacks.

Announcements

None

Adjournment

The meeting was adjourned at 12:49 p.m.

The next regularly scheduled meeting will be October 20, 2020.

Respectfully submitted,

Cynthia Berner
Director of Libraries