

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
November 17, 2020.

The hybrid meeting of the Library Board of Directors was held on Tuesday, November 17, 2020 at the Advanced Learning Library with the following present in person: Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Mr. Lamont Anderson, Ms. Abi Boatman, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

President Kevin McWhorter called the meeting to order at 12:05 p.m., a quorum being present.

Staff Presentation

Robyn Belt, Alford and Linwood Branch Manager, provided an update on the process for naming the relocated Linwood branch. After the last Board meeting, a survey link for the public to submit name recommendations was added to the library website and shared with City Communications, the District III Community Services Representative, and WSU Tech South students and faculty to gain a wider audience. This link was featured in a story on Good Day Kansas with Julian Carroll and Sean Jones, the library's Communications Specialist; additionally, it was presented at the November 4 District III Advisory Board meeting and shared through both word of mouth and social media. This outreach resulted in 70 unique naming ideas submitted by the community. The Library Board will narrow these candidates down to five options. The public will then vote on these five to narrow them down to three finalists. At its December meeting, the Board will choose one name from among the three to forward to the City Council for approval.

Approval of the Agenda

Lamont Anderson moved (Winkler) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on October 20, 2020 were presented. Shelby Petersen moved (Littlejohn) to approve the minutes as included in board packets. **Motion carried unanimously.**

Donna Douglas joined.

Unfinished Business

Interim Director Dowell presented 70 unique names for the relocated Linwood branch and asked board members to narrow the list down to their top five. Naming Committee Chair Ms. Lauren Hirsh asked if board members had any further names they would like to add to the list. President McWhorter and Mr. Jonathan Winkler submitted a total of three. Board members were then asked to share their respective top five or six selections. After extended discussion, consensus coalesced around five candidates: Cynthia Berner Branch Library, Ronald Walters Branch Library, Ad Astra Branch Library, Meadowlark Branch Library, and Carl Brewer Branch Library. These selections will be released to the public to narrow down to three.

New Business

On behalf of the Finance Committee, President McWhorter moved (Douglas) to approve the October 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$943,455.05; COVID-19 bills of \$725.61; CIP Linwood Relocation bills of \$194,592.54; Grant Fund Bills of \$30,533.87; and Gift and Memorial Fund bills of \$2,560.46, for a total of \$1,171,867.53. **Motion carried unanimously.**

President McWhorter moved (Petersen) to authorize staff to transfer the remaining balance of the 2019 SCKLS grant in the amount of \$38,246.68 into the SCKLS Facilities Improvement Fund. **Motion carried unanimously.**

President McWhorter moved (Hirsh) to endorse changes to the Library Foundation Spending Policy as proposed by staff. **Motion carried unanimously.**

President McWhorter moved (Winkler) to endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors. **Motion carried unanimously.**

Jonathan Winkler moved (Neal) to adopt the 2021 holiday schedule as proposed by staff. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

Committee Chair Winkler reported that the Evergreen branch will shut down temporarily at the close of business on November 30 so renovations may begin. A temporary location will be set up at the Park and Recreation space located at 2700 N. Woodland, with a book drop located at the curb on the west side of the building.

Planning & Facilities Committee Report

Interim Director Dowell reported that the sewer smell has returned to the Advanced Learning Library. The City may have to perform an engineering investigation to identify a permanent solution.

Bids for spring are being received to install two sidewalks, one at the Alford branch and one at the Advanced Learning Library, where customers have been cutting paths through grassy areas.

Staff looked at modular and other furniture options for Evergreen branch staff areas from the Environmental Health building. The book drop for the temporary Evergreen location has been delivered and installed.

The Linwood branch project is progressing on schedule and is expected to receive the certificate of occupancy in the first week of December.

Public Affairs Committee Report

No report.

Dr. Justin Henry left.

Special Committee Reports

Friends of the Library – Matt Warner reported that the online book sale in October was successful, with over \$1,700 raised. A second online sale will be held on December 5. At their December board meeting, the Friends of the Library will be electing their 2021 officers and discussing the possibility of increasing member benefits.

Library Foundation – Kristi Oberg reported that in addition to sending out two mass mailings, Foundation staff have implemented a robust plan for year-end fundraising through virtual means. The Foundation Board dollar-for-dollar match of all year-end gifts has been finalized. In October, the board approved the 2019 audit, and accounting entries rectified earlier classification errors, resulting in the creation of two new endowed funds. The amount of financial support the Library receives from the Foundation will not decrease. The mix of restricted versus unrestricted allocations will change, providing the Library with more unrestricted dollars.

Wichita Genealogical Society (WGS) – Interim Director Dowell reported that all WGS in-person meetings have been cancelled and the board is meeting via Zoom. Membership is relatively steady at 179 as loyal members continue to renew via mail and online. The topic for the November 21st Zoom meeting will be “Politics on the Platform: Woman Suffrage at the Chautauqua.” The Annual Genealogy Conference has been cancelled for this year; it will next be held on October 9, 2021.

Director of Libraries Report

Interim Director Dowell reported that Library branches will close for the day on November 21 due to scheduled maintenance of the City of Wichita’s data center. The Advanced Learning Library will remain open since its public Internet access is provided through a separate system. Public computing will be available, but materials checkout and returns will be carried out offline. Phone service will be unavailable at all City facilities. Material due dates of November 21 have been extended to November 23 and returns will be accepted through the book drops at

all locations. The pickup deadline for materials held for customers will also be extended to November 23.

Due to the rise in quarantines, confirmed case count, and test positivity for COVID-19, both within the community at large and among City of Wichita staff, changes are being made to library service and physical spaces. Live technology classes that were planned for November are being shifted to either a virtual environment or Book-A-Librarian sessions for individual customers. Classes scheduled for the first quarter of 2021 are being revised or cancelled if they cannot meet virtually. Additional Plexiglas barriers will be ordered to put in places where a need has become evident over the past several months. Staff is reassessing the spacing of tables and PCs in the conference center of the Advanced Learning Library for any needed revisions. Library Board meetings will be held virtually beginning with the December meeting.

As of October 30, Reverie Roasters has paused service at the Advanced Learning Library due to low sales. Library staff is working with other City staff to develop solutions. Reverie's contract is due to end in December, but it may be possible to place it on hold for six months to a year, until the Library can resume full operations.

Announcements

None

Adjournment

The meeting was adjourned at 1:25 p.m.

The next regularly scheduled meeting will be December 15, 2020.

Respectfully submitted,

Kristi Dowell
Interim Director of Libraries