

WICHITA PUBLIC LIBRARY

Minutes of a Meeting of the Library Board of Directors
May 17, 2022.

The hybrid meeting of the Library Board of Directors was held on Tuesday, May 17, 2022 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, Dr. Maaskelah Thomas, and Mr. Jonathan Winkler. The following attended virtually: Mr. Randall Johnston.

Call to Order

TaDonne Neal called the meeting to order at 12:02 p.m., a quorum being present.

Staff Presentation

Education and Engagement Manager Julie Sherwood provided a preview of the Summer Reading Program. The theme for this year's program is Oceans of Possibilities. Customers can start registering on May 31 with the program ending on July 28. There are three levels of readers and prizes again this year. The 0-2-year-old group will enjoy early literacy bingo. The 3-11-year-old and 12-16-year-old groups will require readers to read 10 days in a row to receive prizes that will be appropriate for that age group. The Friends of the Library is hosting a Design a Bookmark competition with the winner having their bookmark distributed at the Used Bookstore. Programming will be held in person both inside and outside of library buildings. Programs will additionally be held at Naftzger Park and on the Riverside Stage.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on April 19, 2022 were presented. Jonathan Winkler moved (Petersen) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Director Prothro informed the Board that the election of officers will be held in June due to two board members leaving and more being selected by multiple City Council members.

New Business

On behalf of the Finance Committee, Shelby Petersen moved to approve the March finance report and supplemental bills in the following amounts: General Fund bills of \$1,060,505.91; Grant Fund Bills of \$1,767.00; and Gift and Memorial Fund bills of \$2,636.02 for a total of \$1,064,908.93. **Motion carried unanimously.**

Jonathan Winkler moved (Bock) to affirm the Internet Access and Acceptable Use Policy as proposed by staff. **Motion carried unanimously.**

Director Prothro reviewed a series of policy updates recommended by staff. These included:

- CIR-001 Customer Registration
- CIR-002 Address Check
- CIR-005 Kansas Library E-Card
- CIR-006 Interlibrary Loan
- CIR-007 Circulation of Materials
- CIR-007.1 Circulation Parameters
- CIR-008 Circulation of Reference Materials
- CIR-010 Lost Items
- CIR-011 Damaged Items
- CIR-011.1 Lost and Damaged Items Fee Schedule
- CIR-012 Replacement of Lost or Damaged Items
- CIR-013 Fee Payment
- CIR-014 Refunds
- CUS-001 Customer Code of Conduct
- CUS-001.1 Unattended Children
- CUS-004 Lost and Found
- CUS-005 Customers' Consent to Participate in Photograph
- CUS-006 Filming and Photography Policy

On behalf of the Operations Committee, Chair Jonathan Winkler moved (Douglas) to adopt the policy changes as recommended by staff. **Motion carried unanimously.**

Finance Committee Report

Chair Erinn Bock reported the committee met and discussed the USD259 Student E-Card program. After lengthy discussion, the committee approved moving forward with the project.

Operations Committee Report

Chair Jonathan Winkler reported the committee met and discussed the policy changes being brought before the board. The committee also discussed the USD259 Student E-Card program and approve moving forward with it.

Planning & Facilities Committee Report

Chair Randall Johnston reported the committee met and discussed upcoming branch projects. After a meeting with Public Works, the projects at the Westlink branch have been approved and will be done during the 2022-2023 year with a \$4.2 million budget. The improvements at the Angelou, Alford, and Rockwell branches will be funded in the 2023-2024 budget, and each project is between \$200,000.00 and \$250,000.00.

Public Affairs Committee Report

Chair Shannon Littlejohn reported the committee met and discussed possible ways to promote the USD259 Student E-Card program.

Special Committee Reports

Friends of the Library – Amanda Shankle reported the Friends are in the middle of preparations for the Riverfest Used Book Sale being held June 4-5 in conjunction with Riverfest. Advocate numbers are dropping so the Friends are developing ways to increase membership.

Library Foundation – Kristi Oberg reported that Library Giving Day donations exceeded the goal of raising \$14,000.00. for a total raised of \$14,483.00. This will help fund Summer Reading Program activities as well as other early literacy programs.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the May meeting held at the Advanced Learning Library had an attendance of 21 people. The Wichita Genealogical Society has an agreement with the Topeka Genealogical Society to allow tickets to each other's yearly conference at the price given to each location's genealogical group.

Director of Libraries Report

Director Prothro reported that the Library did not receive the United Way Impact funding but in partnership with Storytime Village the mini library project may still move forward.

Reference checks are currently being conducted for a concession contractor to utilize the space vacated by Reverie Roasters at the Advanced Learning Library.

During the recent supervisors retreat it was determined an element in the organizational structure was missing, a values statement. Staff will begin working on developing a values statement and will bring a recommendation back to the Board.

Budget preparations have begun for the 2023-2024 budget.

Announcements

None

Adjournment

The meeting was adjourned at 12:57 p.m.

The next regularly scheduled meeting will be June 21, 2022.

Respectfully submitted,

Jaime Prothro