

## WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors  
September 18, 2018.

The regular meeting of the Library Board of Directors was held on Tuesday, September 18, 2018 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Mr. David Babich, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Kellie Hogan, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Tadonne Neal, Ms. Shelby Petersen, and Mr. Jonathan Winkler.

Staff Present: Cynthia Berner, Director of Libraries; Kristi Dowell, Customer Services Manager; Cari Eagles-DeVous, Administrative Assistant; Sarah Kittrell, Collection Development Manager; Jennifer Lane, Communications Specialist; Tammy Penland, Support Services Manager; Julie Sherwood, Partnerships and Community Engagement Manager; and Jeff Tate, Digital Services Manager.

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

### Call to Order

President Kevin McWhorter called the meeting to order at 12:03 p.m., a quorum being present.

### Introductions

New board member Donna Douglas, an appointee of Council Member Meitzner, was introduced.

### Approval of the Agenda

Erinn Bock moved (Neal) to approve the agenda as published. **Motion carried unanimously.**

### Public Comment

None

### Approval of Minutes

Minutes of the regular meeting held on August 21, 2018 were presented. Lamont Anderson moved (Littlejohn) 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 August 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 August 2018 in the following amounts: General Fund operating bills of \$679,096.60; Grant Fund Bills of \$50,530.27; prior year Grant Fund bills of \$46,727.98; and Gift & Memorial Fund bills of \$417,003.28 for a total of \$1,193,358.10. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the annual magazine subscription invoice from EBSCO in the amount of \$49,569.08. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Smith moved to approve the subscription renewal for the AtoZ Databases in the amount of \$15,710.00. **Motion carried unanimously.**

### **Operations Committee Report**

On behalf of the Operations Committee, Chair Jonathan Winkler moved to accept revisions to policies CIR-005 Confidentiality of Library Records and REF-009.2 AV Maker Studio, as included in board packets. The confidentiality policy updates reflect earlier direction from the Board about finding ways to better assist supporting organizations with fundraising initiatives that also benefit the Library. The changes to the AV Maker Studio policy augment the equipment inventory for the room. **Motion carried unanimously.**

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

Committee Chair David Babich reported that the patio furniture has been delivered and put in place on the outdoor reading terrace.

The Health and Wellness Coalition has recommended the placement of a Bike Share rack at the Advanced Learning Library. The Coalition has requested a location in front of the windows just north of the east entrance; however, the City's ADA coordinator and an assistant traffic engineer believe this will cause difficulties with physical accessibility. Instead, they suggest placement in front of the wall panels to the north of the windows. After much Board discussion, it was agreed that Director Berner should ask for a meeting with City staff to review other options for installation of the rack. It will be put at City staff's suggested place away from the windows only if it proves impossible to identify a more suitable location elsewhere on the site.

No new information has been received regarding City Council representatives to a committee to create a new master plan for branch libraries. Library Board appointees to the committee will be made by President McWhorter.

### **Public Affairs Committee Report**

Committee Chair Lamont Anderson reported that the committee did not meet.

### **Special Committee Reports**

*Friends of the Library* – Director Berner reported that the Friends of the Library continue to have conversations about member benefits. A Meet Your Board event is scheduled for

Monday, September 24 at the Advanced Learning Library. The event will allow members of the public to learn more about the Friends of the Library.

Library Foundation – Tom Borrego reported that the Foundation is carrying out its annual policy review.

Wichita Genealogical Society (WGS) – Jim Byrum reported that the WGS will be at the Senior Expo on September 27 with a “How to get Started with your History” display. Membership remains steady at 207 members. Monthly and quarterly meetings of the Society will move to the Advanced Learning Library starting in 2019. Mr. Byrum also offered a final reminder of the WGS annual conference to be held on October 13.

### **Director of Libraries Report**

Director Berner reported that The Links, Inc. recently held a large event at the Advanced Learning Library. The program was a celebration of the local chapter’s golden anniversary and the donation of the chapter’s archives to the Library. This is the first new collection to be added to the holdings of the Research Pavilion since the opening of the Advanced Learning Library.

The library will have a booth at Open Streets ICT on Sunday September 23. Julie Sherwood, Partnerships and Community Engagement Manager, stated the booth will be at the corner of Sycamore and Douglas, and provide information about the library and library programming.

The Big Read Wichita Kickoff event will take place at the Advanced Learning Library on Saturday, September 28. This year’s featured title is *Station Eleven* by Emily St. John Mandel.

All Library locations will be closed on October 8 to allow for staff in-service training. Library staff is working with Senator Roberts’ office regarding the appeal of e-rate funds payback to the Universal Service Administrative Company.

### **Unfinished Business**

President McWhorter reminded board members to satisfy any outstanding requirements to complete KOMA training and submit a conflict of interest disclosure form.

### **New Business**

None

### **Announcements**

Dr. Justin Henry reported that the Board of Regents will not be setting spring break dates beginning in 2020. Library staff may want to keep this in mind when scheduling programs.

Ms. Shelby Petersen mentioned that in relation to the bike rack issue, Kansas City not only planned for bikes but scooters and Segways as well when discussing placement of bike racks. This may be something to think about when moving forward with this issue.

Ms. Kellie Hogan mentioned that at the recent authors' event at the library she received feedback about parking at the library. Director Berner stated that future developments to the south and east of the library will have additional public parking that may help with the limited parking at the library. Staff is working with transit to provide shuttles during larger events including the upcoming Big Read Wichita kickoff.

**Adjournment**

The meeting was adjourned at 12:52 p.m.

The next regularly scheduled meeting will be October 16, 2018.

Respectfully submitted,

Cynthia Berner  
Director of Libraries