

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
May 21, 2019.

The regular meeting of the Library Board of Directors was held on Tuesday, May 21, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Axel Chacon, Ms. Donna Douglas, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

President Kevin McWhorter called the meeting to order at 12:06 p.m., a quorum being present.

Approval of the Agenda

Jonathan Winkler asked that policy CIR-016 Password Security be added to the list of proposed policy changes under the Operations Committee report. Lamont Anderson moved (Schmidt) to approve the agenda as amended. **Motion carried unanimously.**

Approval of Minutes

Minutes of the regular meeting held on April 16, 2019 were presented. Erinn Bock moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Kevin McWhorter moved to approve the revenue report and the 204 report of expenditures for April 2019 as included in board packets. **Motion carried unanimously.**

TaDonne Neal arrived.

Mr. McWhorter advised that due to miscalculations in the April Grant Fund Summary Report included in board packets, a corrected report will be presented at the next board meeting.

Shannon Littlejohn arrived.

On behalf of the Finance Committee, Mr. McWhorter moved to approve the report of bills for April 2019 in the following amounts: General Fund operating bills of \$694,084.60; Prior Year Grant Fund Bills of \$10,422.34; and Gift & Memorial Fund bills of \$1,342.90 for a total of \$705,849.84. **Motion carried unanimously.**

Operations Committee Report

Committee Chair Jonathan Winkler reviewed a series of policy updates recommended by staff. These included:

- CIR-001 Customer Registration
- CIR-002 Address Checks
- CIR-003 Account Associations
- CIR-004 Issuing Cards to Tour Groups and Classrooms
- CIR-005 Kansas Library E-Card
- CIR-006 Interlibrary Loan
- CIR-007 Circulation of Materials
- CIR-007.1 Circulation Parameters
- CIR-009 Holds
- CIR-010 Lost Items
- CIR-011.1 Lost and Damaged Items Fee Schedule
- CIR-012 Replacement of Lost and Damaged Items
- CIR-013 Fee Payment
- CIR-014 Refunds
- CIR-016 Password Security

Mr. Winkler reported that the committee recommended two additional changes to policy CIR-016. These replace two instances of *their* to *his or her* in order to create number agreement with the singular subjects in those sentences. On behalf of the Operations Committee, Mr. Winkler moved to adopt the policy changes as amended. **Motion carried unanimously.**

Mr. Winkler said that the committee discussed the report, included in board packets, dealing with background checks for volunteers and presenters at library programs. The committee asked staff to do additional research regarding background checks to include, but not be limited to, opportunities to partner with another entity such as the Wichita Public Schools for use of a system that can provide immediate results at an affordable price. President McWhorter advised that cost should not be the primary consideration when making a decision on this issue.

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that with the recent heavy rains, leaks have become evident in several library locations.

Landscaping adjustments are in process at the Advanced Learning Library to replace trees and other landscaping features that are not thriving in their current location.

Staff have confirmed that the Alford branch gardening volunteers intend to continue to plant and maintain landscaping at the branch again this year.

Public Affairs Committee Report

Committee Chair Lamont Anderson reported the committee did not meet.

Special Committee Reports

Friends of the Library – Matt Warner reported the Annual Volunteer Luncheon was well attended and thanked board members who were able to attend. The recent used book sale was a success with approximately 30,000 books sold, \$3,200 raised, and over 160 volunteer hours

logged. Recruitment has begun for new board members.

Library Foundation – Tom Borrego reported that the application for the 2020 Cultural Arts Grant has been submitted. The Foundation Board looks forward to conversations about opportunities to support projects in the proposed master plan for branch libraries.

Wichita Genealogical Society (WGS) – No report.

Director of Libraries Report

Director Berner presented Digital Services Manager Jeff Tate with a certification of completion for Wichita State University’s mini-MPA program. Certificate presentations had been made earlier in the month at a City Council meeting that Mr. Tate was unable to attend.

City Councilmember James Clendenin has appointed Lauren Hirsh to the Library Board. She will be in attendance at the next meeting.

Conflict of interest forms were distributed. Director Berner reminded board members that forms are updated annually as part of the annual meeting.

Training sessions have begun for staff who are involved in library programming to orient them to the new programming policies.

Ms. Neal, Mr. Anderson, and Director Berner recently joined City Councilmember Brandon Johnson in a meeting with representatives from the Greater Wichita Ministerial League. The session provided a productive conversation and opportunity to clarify issues related to library programming.

Unfinished Business

None

New Business

On behalf of the Nominating Committee, Shannon Littlejohn presented the proposed slate of officers for the 2019-2020 year: President, Kevin McWhorter; 1st Vice President, Lamont Anderson; 2nd Vice President, TaDonne Neal; Secretary, Jonathan Winkler; Treasurer, Jennifer Goheen; and Assistant Secretary-Treasurer, Cynthia Berner. **Motion carried unanimously.**

Director Berner presented the Master Plan for Branch Libraries. Changes made to the plan since the joint workshop with the City Council include recommendations relating to improved directional signage for additional branch locations. A statement supporting the incorporation of public art (where feasible) during building remodeling and expansion has also been added. TaDonne Neal moved (Johnston) to adopt the plan as presented and direct staff to forward the plan to the City Council for endorsement. **Motion carried unanimously.**

Director Berner reported that the Library has been named the beneficiary of an estate gift

created by Margaret Spradlin. The estate trustee is prepared to terminate the trust and assign remaining assets to beneficiaries. The purpose of the gift is to support library programs and services. The best way to accomplish this intent is by transferring the estate gift to the Wichita Public Library Foundation, which was established to support the Library through grant-writing and management of gifts of this type. The authority to approve such a transfer rests with the City Council rather than the Library Board. The Law Department has prepared a proposed resolution that can be presented to the City Council to authorize the fund transfer. Erinn Bock moved (Winkler) to direct staff to submit the proposed resolution to the City Council with a recommendation from the Board that the transfer of the estate gift be approved. **Motion carried unanimously.**

Announcements

President McWhorter called the attention of Board members to information in the Director's report regarding recent employee recognitions as well as Raving Fan stories of staff members going above and beyond their assigned duties in order meet the needs of Library customers.

Adjournment

The meeting was adjourned at 12:53 p.m.

The next regularly scheduled meeting will be June 18, 2019.

Respectfully submitted,

Cynthia Berner
Director of Libraries