

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 17, 2019

The regular meeting of the Library Board of Directors was held on Tuesday, September 17, 2019 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Axel Chacon, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Staff Presentation

Rockwell Branch Manager and Inservice Day Planning Team Chair Savannah Ball presented information about this year's staff inservice day. The focus for this year's training is skill enhancement to enable employees to better serve all members of the community. Staff will spend three hours in a poverty simulation workshop to help develop a better understanding of the challenges facing individuals living in poverty, as well as to identify policies and procedures of the library that create service barriers for low-income residents. Ryan Dowd, author of *The Librarian's Guide to Homelessness*, will conduct an afternoon workshop focused on the challenges of compassionately managing problematic behaviors of customers who are confrontational, disoriented, or suffering from mental illness or substance addictions. A brief presentation about how the United Way is important to our community will also be given.

Call to Order

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

Introductions

None

Approval of the Agenda

President McWhorter noted that the correct title for Policy ORG-002.4 under the Operations Committee Report is the Learning Services Division, rather than the Library Services Division as listed on the agenda. TaDonne Neal moved (Schmidt) to approve the agenda as corrected.

Motion carried unanimously.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on August 20, 2019 were presented. Jonathan Winkler noted an error on page 4 in the first paragraph of public comment about the proposed background screening policy. A comma appears at the end of the second sentence rather than a

period. Mr. Winkler moved (Goheen) to approve the minutes with this correction. **Motion carried unanimously.**

Finance Committee Report

On behalf of the Finance Committee, Chair Erinn Bock moved to approve the revenue report and the 204 report of expenditures for August 2019 as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Bock moved to approve the report of bills for August 2019 in the following amounts: General Fund operating bills of \$677,388.31; Grant Fund Bills of \$12,931.01; and Gift & Memorial Fund bills of \$91,667.40 for a total of \$781,986.72. **Motion carried unanimously.**

On behalf of the Finance Committee, Ms. Bock moved to approve the subscription invoice from EBSCO in the amount of \$48,102.73. **Motion carried unanimously.**

Operations Committee Report

Operations Committee Chair Jonathan Winkler referred Board members to the staff report of proposed policy updates in order to note three corrections identified during the committee’s meeting. In policy CIR-003, “customer’s” in the first line of the policy should be changed to “customers” (possessive singular to possessive plural). In policy CUS-001, the tenth bullet item under the unacceptable behavior heading is missing the phrase “Americans with Disabilities Act” prior to the first use of the acronym *ADA*. In this same policy, six of the items in the listings of unacceptable behaviors have periods that should be removed.

On behalf of the Operations Committee, Chair Jonathan Winkler moved to approve the policy updates as amended. **Motion carried unanimously.**

The policies updated as a result of this action include:

- CIR-003 Account Associations
- CIR-007 Circulation of Materials
- CIR-007.1 Circulation Parameters
- CIR-012 Replacement of Lost or Damaged Items
- CIR-016 Customer Password Security
- COL-002 Materials Selection Policy
- CUS-001 Customer Code of Conduct
- CUS-001.2 Suspension of Privileges for Health and Safety Reasons
- CUS-006 Filming and Photography Policy
- CUS-007 Service to the deaf, Deaf and Hard of Hearing Persons
- ORG-001 Library Board of Directors
- ORG-002.1 Collection Development Division
- ORG-002.2 Customer Services Division
- ORG-002.3 Digital Services Division
- ORG-002.4 Learning Services Division
- ORG-002.6 Support Services Division

- ORG-003 Library Support Organizations
- ORG-003.3 Wichita Genealogical Society
- PER-006 Public Policy and Participation by Staff
- PHI-004 Library Bill of Rights
- REF-007 Handouts and Bulletin Boards
- REF-013 Library Programming
- REF-014 Library Partnerships

Planning & Facilities Committee Report

Committee Chair Randy Johnston reported that work on items in the Branch Library Master Plan has begun with meetings discussing the relocation of the Linwood branch. Discussions are being held with the owner of property adjacent to the Westlink branch with a view toward expanding parking. Architects are working on the space plan for merging the Evergreen branch with other neighborhood resources.

Air conditioning units at the Angelou branch need to be replaced. Minor roof leaks have been discovered at both the Evergreen and Alford branches. Landscaping at the Advanced Learning Library has been accepted by the City. A replacement for a window at the northeast corner of the Advanced Learning Library is on order. New guttering for the west side drive-up window and the west public entrance has also been ordered. The Design Council has approved the design for the children’s learning garden.

Public Affairs Committee Report

Committee Chair Lamont Anderson stated the committee met but had no report.

Special Committee Reports

Friends of the Library – Matt Warner reported that the Jennifer Pharr Davis author event led to new volunteers and members for the Friends of the Library. The August book sale was very successful, with 425 boxes of books sold. The next used book sale will be in November. Chelsey Gardner will be leaving the Friends Board and is being replaced by Mazie Mobley. The Friends of the Library will be supporting the NEA Big Read Kickoff event and will have another booth at the Old Town farmers’ market to promote literacy. The website is currently being updated to allow online payments for memberships.

Library Foundation – Kristi Oberg reported that the Foundation has fulfilled its \$2.5 million capital campaign funding commitment to the City of Wichita.

Wichita Genealogical Society (WGS) – Jim Byrum reported that WGS has been assisting staff with DAR records and will again be partnering with the library for the NEA Big Read. The September monthly membership meeting will focus on utilizing Supplemental Census information, while the October meeting will deal with Jesse Chisholm. The WGS Annual Conference is October 5.

Director of Libraries Report

Director Berner reported that the Beanstack software presented to the Board at the August meeting is now in use, with the transition going well. The NEA Big Read kickoff program will be held in the conference center on September 28 from 2-4 p.m.

The Advanced Learning Library has been selected by the Design Council to receive the Chris Cherches Award for outstanding public art. The award will be presented on November 7 at the Wichita Art Council's awards banquet.

A presentation showing plans and the activity stations for the children's learning garden was shared.

Unfinished Business

Director Berner provided a brief summary of the changes to proposed policy REF-015 Program Presenter Background Screening made by the Operations Committee during a special meeting on September 3. These changes reflect ideas and opinions provided by the public, staff, and board members during the August board meeting.

Erinn Bock stated she is wary of including violent crimes as a disqualifier because a presenter may have had a troubled past but could now be rehabilitated. Presenters should not be disqualified solely on this criterion.

Shannon Littlejohn stated that the appeal process was put into place to address such situations. Chuck Schmidt asked if the Director of Libraries could approve an appeal to allow a presenter appearing in an offender registry. Director Berner stated that the policy as written does not provide a mechanism for exceptions to the prohibition of presenters found in the identified registries.

Jonathan Winkler noted that some offenders are required to register for life, while for others this requirement lapses after a period of time that is generally fixed as part of the sentencing process. Persons no longer subject to registration are dropped from the registries.

President McWhorter opened the floor to public comment about the proposed policy.

Joan Phillips asked about the sex offender registry and people staying on it. City Attorney Sharon Dickgrafe stated that it depends on the offense. Ms. Phillips then asked what reports would be made to the Board regarding adherence to the policy. Director Berner stated that this would be a determination to be made by the Board at a later date. Ms. Phillips thanked board members for adding clarity to the policy and listening to the public comments.

Gail Richardson acknowledged the work of Mr. Winkler and the Operations Committee to improve the clarity of the proposed policy and to the board as a whole for listening to the public on this issue.

On behalf of the Operations Committee, Mr. Winkler moved to approve proposed policy REF-015 Program Presenter Background Screening as included in board packets. The motion **passed** by a vote of 13-1 with Erinn Bock dissenting.

New Business

Jonathan Winkler advised that proposed amendments to the bylaws of the Library Board of Directors must be circulated in writing a month in advance of action being taken. For this reason, the suggested changes to the bylaws were included in packets, but a vote will not take place until the October meeting. It was noted that the purpose of this revision is to add references to City of Wichita Charter Ordinances and City Codes that reflect the move of municipal elections from April to November and the change of board members' term start dates from July 1 of odd-numbered years to April 1 of even-numbered years.

Announcements

None

Adjournment

The meeting was adjourned at 1:00 p.m.

The next regularly scheduled meeting will be October 15, 2019.

Respectfully submitted,

Cynthia Berner
Director of Libraries