

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
April 21, 2020

The regular meeting of the Library Board of Directors was held virtually on Tuesday, April 21, 2020 with the following present: Mr. Lamont Anderson, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Deal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

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

Staff Presentation

None

Introductions

None

Approval of the Agenda

Chuck Schmidt moved (Anderson) moves to approve the agenda as published. No discussion. Motion unanimously carried.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on February 18, 2020 were presented. Jennifer Goheen moved (Littlejohn) to approve minutes as improved in board packets. There was no discussion. **Motion unanimously accepted.**

Unfinished Business

None

New Business

Final bills and finance reports for the months of January and February of 2020 were presented. These included January General Fund bills of \$650,344.53 and grant fund bills of \$21,280.29 for a total of \$671,624.82 and February General Fund bills of \$698,915.53 and grant fund bills of \$17,835.87 for a total of \$716,751.40. Preliminary bills for the month of March were also presented in the following amounts: General Fund bills of \$734,072.10, grant fund bills of \$2,026.02 and Gift & Memorial fund bills in the amount of \$3,446.04 for a total of \$739,544.16.

Director Berner noted that some bills for the Central Library are still being charged to the department. She also noted that through March, revenue was ahead of projections due to receipts from the state setoff program. Jennifer Goheen moved (Neal) to approve financial reports as presented. There was no additional discussion. **Motion unanimously accepted.**

The Library has received a 2020 State Grants-in-Aid payment in the amount of \$111,998.20. Staff propose using the grant to underwrite costs relating to public computing in branch libraries, and the purchase of library materials with smaller amounts set aside for repair or replacement of equipment, printing, and membership in the Urban Libraries Council. The budget includes administrative charges of 3.98% to be paid to the City for fiscal management of the grant. Tadonne Neal moved (Goheen) to approve the budget as proposed by staff. There was no discussion. **Motion unanimously accepted.**

The Library has received a proposed contract for the 2020 South Central Kansas Library System Grant in the amount of \$178,639. This is a 10% reduction over the previous year, due in large part to reduced interlibrary loan lending. This grant requires a contract that must be approved by the City Council. No administrative charges are allowed under the terms of the contract. Staff propose using the grant for public computing costs in branch libraries and the purchase of library materials with smaller amounts for printing and staff development. Lamont Anderson moved (Goheen) to approve the proposed budget as presented and to authorize staff to submit the contract to the City Council for consideration. There was no discussion. **Motion unanimously accepted.**

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

Randall Johnson gave an update about the new southeast branch library. Negotiations for the lease have been completed. The City Manager has asked that the project be put on hold for thirty days while the City's financial situation can be evaluated. Several board members expressed support for the importance of the relocation and indicated that they would be in contact with their Council members regarding the project.

Public Affairs Committee Report

None

Special Committee Reports

None

Director of Libraries Report

Director Berner discussed the status of library services during the state stay-at-home order. Exempt staff remain on duty processing mail, freight and materials returns and to provide telephone, email and virtual services to customers. All clerical and paraprofessional employees are on furloughs which will extend at least through May 3.

The Library's supervisory cohort has begun planning for restoration of services. Several members of the management team participate in weekly calls sponsored by the Urban Libraries Council where challenges and best practices can be discussed. At this point, it is envisioned that service restoration will be phased in several steps beginning with window and curbside service prior to opening buildings for limited use. Given the uncertainty of programming opportunities, children's summer reading programs have been converted to online activities that will begin May 1. All paid professional programmers have been cancelled from the summer schedule but staff presented activities remain on the calendar at this time.

Announcements

Director Berner reminded members that the annual meeting of the board and election of officers will be held in May. Please contact Nominating Committee members TaDonne Neil, Shannon Littlejohn or Jonathan Winkler if you wish to volunteer to serve as an officer.

Adjournment

The meeting was adjourned at 12:38 p.m.

The next regularly scheduled meeting will be May 19, 2020.