

WICHITA PUBLIC LIBRARY

Minutes of a Virtual Meeting of the Library Board of Directors
December 15, 2020.

The regular meeting of the Library Board of Directors was held on Tuesday, December 15, 2020 at the Advanced Learning Library with the following present: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

President Kevin McWhorter called the meeting to order at 12:04 p.m., a quorum being present.

Staff Presentation

The Library Management Team shared 2020 work plan accomplishments and proposed 2021 department goals. These targets are developed annually to help guide strategic operation of the Library by ensuring the progression of master plans and key initiatives in support of four service pillars: supporting a literate community, ensuring digital inclusion, providing equitable access to information, and delivering administrative activities with efficiency and effectiveness.

Education and Engagement Manager Julie Sherwood reported that in supporting a literate community in 2020, staff streamlined the 1000 Books Before Kindergarten processes, partnered with USD 259 and other literacy organizations for the first year of a three-year grant from the Kansas Health Foundation to develop strategies for early literacy, created a Summer Reading Program based on Wichita's 150th birthday, maintained Beanstack for the #ReadICT program, and relocated and reconfigured the three community short story dispensers. To ensure digital inclusion, an e-card campaign for schools to register their students was initiated, resulting in more than 3,300 e-cards issued across 14 schools. Department goals for 2021 include enhancing services that support early literacy and school readiness, encouraging the development of a community of readers and writers, extending learning circles to branches, creating dialogue among diverse communities, and stimulating the development of an informed and engaged community.

Digital Services Manager Jeff Tate reported that in support of digital inclusion in 2020, staff implemented a customer-driven 3D printing service, found a way to continue customer faxing while saving \$3,000 per year, and created a plan for circulating wifi hotspots at library locations. As part of providing equitable access to information, the library website was augmented in two areas. The "Become an Informed Voter" webpage serves as a cornerstone for future online civic engagement and education, and in response to the COVID-19 pandemic, several community resource pages have been created. Department goals for 2021 include aligning technology training with customer needs, enhancing digital communication with customers and remote access to resources, and evaluating existing wireless access policies and procedures to ensure equitable access to the library's wireless network.

Collection Development Manager Sarah Kittrell reported that staff catalogued and processed 6,400 titles donated by the Kansas State Daughters of the American Revolution, added Value Line and CQ Researcher databases, and--in response to the pandemic--added digital magazines and increased e-book and e-audiobook offerings. Collections to help parents and students with virtual learning were augmented. Department goals for 2021 include supporting community efforts to increase third grade reading proficiency by expanding Wonderbooks, grab bags, and reading lists; refreshing and rebuilding STEM resources for adults; and providing materials to better allow customers to make informed health decisions.

Support Services Manager Tammy Penland reported that as part of their administrative activities in 2020, staff transitioned to a new City finance system and responded to the COVID-19 pandemic by instituting enhanced cleaning protocols, securing personal protective equipment, redirecting event staff to cleaning high touch areas, and tracking eligible COVID-related expenses. Department goals for 2021 include implementing service enhancements such as evaluating signage and completing the STEAM garden, as well as completing administration projects such as reinforcing employee skill sets through staff in-service training and reenergizing the volunteer program.

Customer Services Manager and Interim Director of Libraries Kristi Dowell reported that the Library began implementing the branch plan with the Evergreen remodel and Linwood relocation. Staff also completed lean process improvements such as digitizing customer registration files, simplifying lost-item determinations in cases where customers claim to have returned items that are not found on the shelf, adding the capability to take ILL requests via phone, and utilizing tablets in branches. Department goals for 2021 include continuing to implement the branch plan, instituting further lean process improvements, devising a plan for converting to web-based catalog and inventory management software, and evaluating room reservation processes for programs and meetings.

Interim Director Dowell reported that in addition to carrying out normal duties as well as executing the annual work plan, staff has navigated the disruption associated with the pandemic. This has entailed making major changes to the way work is done and how library services are provided, all within a short period of time. Adjustments continue as staff seeks to maintain the safety of customers and library employees while the pandemic evolves. Additionally, immediate budget cuts had to be made in response to the pandemic's sudden repercussions on the City's balance of revenue and expenses.

Abi Boatman joined.

Approval of the Agenda

Jonathan Winkler moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on November 17, 2020 were presented. TaDonne Neal moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Lauren Hirsh reported that after the November 17 Library Board of Directors meeting, the community was asked to narrow the five name choices for the District III Branch Library down to three. This process resulted in the following selections (listed in descending order of votes received): Carl Brewer Branch Library, Meadowlark Branch Library, and Ronald Walters Branch Library. Board members were then asked to share ranked lists of their respective top three choices. Ronald Walters Branch Library accumulated a clear majority of first and second preferences.

Chuck Schmidt moved (Hirsh) to recommend Ronald Walters Meadowlark Branch Library to the City Council as the name for the District III Branch Library. This motion **failed** by a vote of 1-9 with Ms. Abi Boatman, Ms. Donna Douglas, Ms. Jennifer Goheen, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, and Mr. Jonathan Winkler opposed.

Jonathan Winkler moved (Boatman) to forward Ronald Walters Branch Library to the City Council as the Board's recommended name for the District III Branch Library. **Motion carried unanimously.**

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Winkler) to approve the November 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$732,652.59; CIP Linwood Relocation bills of \$136,970.55; Grant Fund Bills \$15,458.01; and Gift and Memorial Fund bills of \$3,776.83, for a total of \$888,857.98. **Motion carried unanimously.**

Interim Director Dowell referred Board members to the staff report of proposed policy updates included in agenda packets. Some proposed changes reflect department reorganizations and realignment of work responsibilities, while others amend policies governing materials collected, lengths of loan, and fees assessed.

On behalf of the Operations Committee, Chair Jonathan Winkler moved (Petersen) to approve the policy updates as presented by staff. **Motion carried unanimously.**

The policies updated as a result of this action include:

- ORG-002 Library Divisions
- CIR-007.1 Circulation Parameters

Jonathan Winkler moved (Schmidt) to endorse the 2021 department goals as provided in board packets. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

No report.

Planning & Facilities Committee Report

No report.

Public Affairs Committee Report

No report.

Special Committee Reports

Friends of the Library – Matt Warner reported that the online used book sale planned for December was cancelled due to increased restrictions due to the pandemic. Thank-you cards have been sent to Friends of the Library volunteers to show appreciation for all they do. Mr. Warner will be stepping down as the Friends of the Library Board President at the end of the year and will be replaced by Amanda Shankle.

Library Foundation – Kristi Oberg thanked board members for their service and requested donations to reach a goal of gifts from 100% of Library Board members.

Wichita Genealogical Society (WGS) – No report.

Director of Libraries Report

Interim Director Dowell reported that the final walk-through of the District III branch library has been conducted and its certificate of occupancy is now in hand. The Library’s Marketing and Communications Specialist, Sean Jones, has set up a committee to plan a grand opening. Members of the committee include Mr. Jones, District III Community Services Representative Maddy Campbell, Branch Manager Robyn Belt, Linwood Branch Library Assistant Deb Boyer, and Interim Director Dowell.

The Evergreen branch has closed for remodeling. All items in its collections have been moved to storage at either the old Central Library or at the Advanced Learning Library. At its December 15 meeting, the City Council designated the Library Board of Directors as the Naming Advisory Committee for the new Evergreen Community Center.

The Assistant Engineer for the Public Works Department provided an update on the work being done on Sycamore Street on the east side of the Advanced Learning Library. There will

be diagonal parking spaces on both the east and west sides of the street south of the library, as well as off-street parking bays. Pavement has been excavated and a hump in the road has been graded out.

Board members are asked to please respond to emails inquiring about their attendance at each upcoming meeting by the date a response is requested. This helps staff plan the meeting and determine whether a quorum will be present.

Announcements

None

Adjournment

The meeting was adjourned at 1:29 p.m.

The next regularly scheduled meeting will be January 19, 2021.

Respectfully submitted,

Kristi Dowell
Interim Director of Libraries