

## MINUTES

### **Kansas City Public Library Board of Trustees Regular Meeting — January 18, 2011**

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, January 18, 2011 at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President  
David Mayta  
Joan Caulfield  
Rose Marie Bell  
Fran Daniel  
Leon Dixon  
Olivia Dorsey  
Billie Howard Barnes

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive  
Terry Anderson, Director of Collection Management  
Claudia Baker, Director of Development  
Reed Beebe, Purchasing Manager  
Michael Bollinger, Director of Information Technology  
Lillie Brack, Central Library Director  
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services  
Crystal Faris, Director of Teen Services  
Jordan Fields, Digital Project Manager  
Henry Fortunato, Director of Public Affairs and Communication  
Helma Hawkins, Director of Youth Services  
Kathleen Hinton, Finance Manager  
Jerry Houchins, Operations Manager  
Pam Kannady, Director of Human Resources  
Cheptoo Kositany-Buckner, Deputy Director  
Carrie McDonald, Outreach Manager  
Heather Pedersen, Administrative Officer  
Debbie Siragusa, Chief Financial Officer  
Kaite Stover, Head of Reader Services  
Katie Taylor, Volunteer Coordinator

J. Kemper called the meeting to order at 4:30 p.m.

J. Kemper turned over chairmanship of the meeting to the Chief Executive for the election of officers. C. Kemper asked for nominations. **Motion by Dorsey to elect the current slate of officers for another term as follows: Joan Caulfield, Secretary/Treasurer; David Mayta, Vice-President; Jonathan Kemper, President. Second by Dixon.** C. Kemper asked if there were any other names for consideration. There were none. **Motion by Dixon to close the nominations. Second by Howard Barnes. The motion to elect the slate of officers as nominated by Dorsey was**

**approved unanimously.** The Chief Executive returned the chairmanship of the meeting to the President.

C. Kemper discussed the Board Calendar for calendar year 2011. (LBM 3633) The Board agreed to have branch review meetings at Bluford and Sugar Creek, possibly using the Sugar Creek Community Center as the location for the meeting with a tour of the branch afterwards.

**Motion by Caulfield to approve the minutes of the December 14, 2010 Retreat Planning Committee meeting and the December 14, 2010 regular Board meeting. Second by Daniel. Approved unanimously.** (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

J. Kemper reported to the Board on the December 14, 2010 retreat planning meeting. He requested that Board members provide any feedback they might have regarding discussion topics to one of the planning group members.

Dorsey reported to the Board on the January 14, 2011 Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting. Committee members toured the re-cataloged collection. The collection is in good shape and the next phase is determining how much of the collection is museum/archival quality. The tax credits have been received with a substantial portion, approximately \$250,000 available for current expenses. The Black Archives Search Committee is in the process of searching for an executive director, with more than a dozen applications thus far. Dorsey clarified that the executive director would be an employee of the Black Archives of Mid-America and that the goal is to have someone in place by the end of April. The official grand opening event for the Archives is being planned for June 18, 2011, to correspond with Juneteenth events. J. Kemper commented on the need to assign someone to be responsible for planning the event, who would work with the budget and find an underwriter, and requested an update be made to the Board at the February 15<sup>th</sup> meeting.

**Motion by Mayta to approve the Consent Agenda items before the Board. Second by Dixon. Approved unanimously.** The following items were approved as part of the Consent Agenda:

**Move approval of the recommendation of the Chief Executive to authorize the following expenditures for December 2010: Payroll (12/16/10 net cash \$200,225 plus taxes \$76,414) and (12/30/10 net cash \$207,747 plus taxes \$82,193) and (01/13/11 net cash \$198,929 plus taxes \$73,502), total amount of \$839,010; General Expense Payments including Checks (#149930-150231), in the amount of \$1,436,081. (LBM 3634)**

**Move approval of the recommendation of the Chief Executive to accept the attached financial reports for December 2010. (LBM 3635)**

**Move approval of the recommendation of the Chief Executive to authorize the contract with and/or make payment to the attached list of vendors in amounts not exceed those detailed in the attached list of vendors. (LBM 3636)**

Discussing the Expenditure Authorizations, Siragusa clarified that the two Kansas City School District payments correspond to monthly employee retirement contributions and the Library's retirement contribution, which is paid annually after the close of the year.

Discussing the Financial Report, C. Kemper reported that the Library received additional funds from a TIF related payment and a Financial Institutions Tax payment and that this may leave the Library with a small surplus in revenue to the original budget. The Library is, however, expecting a drop in property tax revenue next year and so the Library plans to use surplus funds on one-time capital projects, especially those that would reduce maintenance costs over the next several years. C. Kemper requested that Board members provide feedback regarding anything that they may have noticed, such as carpeting issues, which could be added to the end of the year capital projects list for consideration. C. Kemper reported that revenue for the garage is expected to be down by about \$50,000 for the year due to reduced parking revenue and, to a lesser degree, higher maintenance costs as the garage ages. Library staff will research ways to increase parking revenue in the future.

Discussing the Ewing Kauffman Book Fund Distribution, C. Kemper reported that a process has been established for spending the Kauffman Book Fund and the Library is ready to expend the funds that had originally be scheduled for disbursement over the last three years. (LBM 3637) The money would be spent over time and staff will report to the Board on a monthly basis as the funds are expended.

**Motion by Mayta to approve the recommendation of the Library Director to authorize the distribution of \$450,000 from the Ewing Kauffman Book Fund (a component fund of the Greater Kansas City Community Foundation) for the purchase of recommended materials. Second by Dixon. Approved unanimously. (LBM 3637)**

Staff gave a presentation to the Board on the Community of Readers initiative, presenters included: Baker, Faris, Fortunato, Hawkins, McDonald, Stover. Baker reported that the three main measurable goals are to increase annual book circulation, to increase participation in the Library's Summer Reading program, and to expand and enhance reading programs. J. Kemper suggested that the next run of book club cards include a clear call to action (e.g. please show up, no reservation required) and that some of the fonts be adjusted to make them easier to read. J. Kemper requested that a document outlining the budget, goals and timeline for the initiative be made available at the February Board meeting.

C. Kemper discussed the Director's Report with the Board. (LBM 3638) He noted that Queens Library is creating a new integrated library system and will have a presentation in May at the IFLA (International Federations of Library Associations) meeting. C. Kemper will provide more information for Board members who might be interested in attending.

Fortunato discussed the programming highlights for December. C. Kemper commented that the Nelson-Atkins is doing a 200<sup>th</sup> anniversary exhibit for George Caleb Bingham's birthday and the celebration will include a Meet the Past with George Caleb Bingham.

C. Kemper reported that two staff committees have been formed: a Staff Solutions Committee, made up of front-line staff, to work on staff engagement in decision making and a Phone Committee to work on ways to improve the Library's phone service. Reports on committee activities will be made to the Board at upcoming meetings.

C. Kemper reviewed the Master Plan Quarterly Update. He stated that self service DVD stations may be purchased with some of the additional capital money discussed as part of the Financial report.

**Motion by J. Kemper to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Bell. Approved unanimously.**

The Board was in closed session from 6:10 p.m. until 6:14 p.m. No action was taken.

J. Kemper, Dorsey, Mayta, Daniel, Dixon, Howard Barnes, C. Kemper and Pedersen remained after the closed session to discuss the status of planning for the Board retreat. The group agreed to schedule a meeting with the retreat facilitator before the end of the month to finalize the agenda.

**Motion by Mayta to adjourn. Second by Daniel. Approved unanimously.**

The meeting adjourned at 6:23 p.m.

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Secretary

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Date