

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Orientation)—July 10, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, July 10, 2008, at 12 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
Rose Marie Bell
Leon Dixon

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Helma Hawkins, Director of Youth Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Director of Collection Development
Debbie Siragusa, Chief Financial Officer

C. Kemper began the meeting at 12:10 p.m. by asking the managers present to introduce themselves and to briefly explain their respective departments and responsibilities to the newly appointed Trustees (R. Bell and L. Dixon).

C. Kemper provided an overview of the Library's political organization, discussing the Library's existence as an independent political sub-division and taxing jurisdiction. He discussed the Library's financial situation, including the impact of tax abatements and the current tax protests on the Library's budget. In addition to the Library's local tax base funding, he explained that the Library also received some funds from the State and Federal government. He mentioned that the Library was increasing its fundraising capability with the formation of the Greenwood Society and a Library Foundation (which is currently inactive but which will soon be active again).

Discussing the Library's technology initiatives, C. Kemper reported that the use of the Library's website was doubling each year, and that a new website would be launched soon.

C. Kemper stated that the Library was also involved in community economic development, and would increase its effectiveness in this area with the opening of the H&R Block Business Information Center.

C. Kemper discussed the Library's Memorandum of Understanding with the Black Archives of Mid-America, Inc.

L. Dixon asked about the Library's relationship to other area libraries, and C. Kemper discussed the Kansas City Library Consortium (KCLC) and his collaboration with the Directors of Large Libraries (DOLL), as well as the Library's involvement with the American Library Association (ALA), Public Library Association (PLA), and Urban Library Council (ULC).

J. Kemper discussed the roll of the Board of Trustees at the Kansas City Public Library. He encouraged the new Board members to review the financial information provided by the Library carefully and to ask questions if needed. He stated that the role of the Board of Trustees is to think long term about the interests and needs of the Library and the community. He noted that the Library Trustees serve the length of their respective terms, and not at the pleasure of the mayoral system that appointed them.

After J. Kemper had discussed the committees, R. Bell expressed an interest in serving on the Ad Hoc Committee on the Black Archives of Mid-America and the Operations Committee, and L. Dixon expressed an interest in serving on the Ad Hoc Committee on the Black Archives of Mid-America.

J. Kemper discussed the attendance policy for the Board of Trustees, and asked that the policy be sent to the entire Board of Trustees. He also discussed the residence requirements for serving on the Board of Trustees.

The meeting adjourned at 1:50 p.m., and R. Bell and L. Dixon were given a tour of the Central Library by C. Kemper, L. Brack, and C. Kositany-Buckner.

Joan Caulfield
Secretary

12/16/08
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—July 15, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, July 15, 2008, 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
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Director of Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: John Haertling
Todd Trent

J. Kemper called the meeting to order at 4:35 p.m.

Motion by J. Caulfield to approve the minutes of the June 17, 2008 regular Board meeting. Second by O. Dorsey. 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.)

Motion by O. Dorsey to approve the Consent Agenda items before the Board. Second by R. Bell. 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 June 2008: Payroll (06/5/08 net cash \$213,734

plus taxes \$86,992) and (06/19/08 net cash \$210,091 plus taxes \$85,659), total amount of \$596,476; General Expense Payments including Checks (#140817-141177), in the amount of \$1,424,957. (LBM 3361)

Move approval of the recommendation of the Chief Executive to accept the attached preliminary financial reports for June 2008. (LBM 3362)

Move approval of the recommendation of the Chief Executive to authorize the payment of \$477,036.66 to the Public School Retirement System on or before December 31, 2008, as the Library's contribution for the 2007 calendar year. (LBM 3363)

Move approval of the recommendation of the Chief Executive to authorize prepayment of \$40,000 to the Missouri Library Network Corporation for OCLC Services to be rendered during FY 2008-2009. (LBM 3364)

Move approval of the recommendation of the Chief Executive to execute a contract with Thomson Gale to renew licensing for library access to online literature databases at a price not to exceed \$23,766.03 (contract effective July 1, 2008 to June 30, 2009). (LBM 3365)

C. Kemper introduced T. Trent and J. Haertling of Lockton Companies, LLC to discuss the Library's proposed contract with The Travelers Company, Inc. and the Chubb Group of Insurance Companies. The Travelers Company would provide all Library insurance coverage, with the exception of "Public Liabilities Insurance", which would be provided by the Chubb Group of Insurance Companies.

Motion by D. Mayta to approve the recommendation of the Chief Executive to contract with The Travelers Company, Inc. and Chubb Group of Insurance Companies for coverages outlined below and to authorize the payment of total premiums and fees of \$123,766 for FY 2007-2008. Second by R. Bell. Approved unanimously. (LBM 3366)

Discussing the proposed OverDrive service contract (LBM 3367), there was a question among the Board and staff as to whether Board approval was needed, as the contract component was less than \$10,000, and the total electronic materials expenditure was unclear. The Board tabled the contract approval until a future Board meeting, when additional information (such as cost and usage) on the Library's online resources will be brought to the Board.

As part of the Director's Report (LBM 3368), C. Kemper discussed the progress of the Black Archives of Mid-America, and announced that an executive director for the Black Archives had been hired, and that a Request for Proposal for the Black Archive's interior space had been submitted. J. Kemper and O. Dorsey requested that an Ad Hoc Committee on the Black Archives of Mid-America take place next month to discuss the Black Archives' budget, and that members of the Black Archives' Board of Trustees be invited to the committee meeting.

For the Master Plan Project Summary, C. Kemper stated that he would discuss the priorities of the Master Plan with the Trustees at a future Board meeting. J. Kemper requested that the costs associated with each project be listed, even if the amount was a notional estimate.

Motion by O. Dorsey to convene in closed session under 610.021 RSMo(3) to discuss personnel issues. Second by D. Mayta. Approved unanimously.

The Board was in closed session from 6:10 p.m. to 6:20 p.m. No action was taken.

The meeting adjourned at 6:20 p.m.

Joan Caulfield

Secretary

12/16/08

Date

COMMITTEE NOTES

**Operations Committee Meeting
Kansas City Public Library
Board of Trustees
August 8, 2008**

The Operations Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, August 8, 2008, at 3:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Joan Caulfield (Chair)
Rose Marie Bell
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey
David Mayta

COMMITTEE MEMBERS ABSENT:

Billie Howard Barnes

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Shelley Carney, Plaza Instructional Services Librarian
Dorothy Elliot, Deputy Executive Director for Branch and
Outreach Services
Pam Jenkins, Central Reference Librarian
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director

J. Caulfield called the meeting to order at 3:30 p.m.

After the introduction of staff, T. Anderson presented an overview of the digital databases available at the Library, beginning by defining "digital databases" as collections of organized online information. She discussed the types of digital databases and the information that can be obtained from them, such as news, education and career advancement tools, summaries of literary works, and reference information, as well as downloadable full-text and audio books.

O. Dorsey arrived at 3:40 p.m.

She then discussed the advantages of the digital databases, noting the easy accessibility of the databases, so long as a patron has access to a computer. Other advantages include the ease of searching for information, faster information updates than is available for print materials, and reduced costs for binding, storage and stack maintenance. Also, hyperlinks in the databases allow for cross-searching in other databases.

J. Caulfield asked how patrons could be directed to use the digital databases if they did not already know how to do so. S. Carney answered that the Library provides assistance to patrons with both library instruction and technology training. She went on to describe the types of patrons who use the databases:

- Traditional students – elementary, middle and high schools students, as well as college and graduate students. Elementary students use databases designed for children up to age 12, which helps develop their search skills. Middle school students may continue to use the databases designed for elementary school students, but they may also utilize databases such as ProQuest. High school students use academic databases such as ProQuest and Literature Resource Center to help with their research projects. High school students also use Learning Express to help them prepare for standardized tests like the ACT and SAT. College and graduate students frequently use academic databases such as ProQuest and Ebsco.
- Non-traditional students – students seeking their degree completely online, older adults returning to school or attempting to pass their GED exam, and students taking police, firefighter, cosmology or other professional exams. Online students depend on the databases for their research, and students taking exams could use databases like Learning Express to help them prepare for the exams.

O. Dorsey asked if the traditional and non-traditional students are already aware that we have these digital resources. S. Carney stated that most of them were not aware, but usually approached staff members who are able to direct them to the databases that they need. O. Dorsey asked how well the Library promotes it to the patron who does not approach staff members to ask for assistance. T. Anderson noted that one of the future initiatives planned for the online databases is a promotional campaign on the availability of the databases to the community.

P. Jenkins discussed the usage of the digital databases by the general public. The business community uses databases such as Reference USA to locate market, industry and company information. Patrons can also use online language databases to learn a language. Patrons can locate consumer reports to help them make purchasing decisions. Book club patrons can use the databases to find literary information and recommendations for other books to read.

J. Caulfield noted that there were a large number of databases available at the Library, and asked the staff present if there were any databases that the Library currently did not have available that the Library should purchase. P. Jenkins said that she had a list of potential databases to purchase that she would provide to C. Kemper.

J. Kemper asked about possible collaboration of online databases with other area libraries. C. Kemper said that he was discussing this issue with other library directors. J. Kemper asked how the databases were priced. T. Anderson responded that the majority of the databases charged on the population served.

S. Carney discussed the current community outreach for the online databases. Staff members that provide services to patrons are trained on the uses of the databases and how to instruct patrons on the use of the online databases. The Library offers computer training courses, ranging from computer basics to using online databases, as well as one-on-one training on how to use the databases. The local schools will be given a menu of instructional services that the Library provides to teachers and students. Also, the Library has a literary criticism program available to help students use online resources to help with literary research. P. Jenkins stated that one of the future initiatives for the online databases is to create tutorials for the online databases, as well as to make the online databases more visible on the Library's website.

T. Anderson discussed the Library collections budget, and the amount (\$427,083) and percentage (21%) budgeted to be spent on digital databases in FY 2009. Each year, the Library has seen slight increases in the cost of online databases. Because of increased costs, T. Anderson estimated a 7 to 9% increase for online database costs this coming year. She then discussed the list of online databases paid for by the Library.

C. Kemper stated that outreach efforts for the online databases would continue with the launch of the new website and as staff were available to promote the online databases.

Technical difficulties prevented demonstrations of the online databases. J. Caulfield requested that a demonstration of the online databases be given at a future Board of Trustees meeting.

Motion by J. Kemper to adjourn. Second by R. Bell. Approved unanimously.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,


Joan Caulfield, Chair
Operations Committee


Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
August 15, 2008**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, August 15, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Rose Marie Bell
Billie Howard Barnes
Leon Dixon
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Joan Caulfield

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Branch Manager (Bluford)
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Barbara Peterson
Dwayne Williams

O. Dorsey called the meeting to order at 3:35 p.m.

O. Dorsey invited B. Peterson, the Chairman of the Board of Directors of the Black Archives of Mid-America, Inc. ("Black Archives"), and D. Williams, the Management Consultant for the Black Archives, to discuss their vision for the Black Archives for the next six months.

B. Peterson stated that the Black Archives has had a great working relationship with the Library staff, and that the Library staff has been professional and responsive in the assistance provided to the Black Archives. She stated that the Black Archives is currently in the process of renovating a facility near the 18th and Vine neighborhood, and that she anticipated the renovation to be complete by the end of the year. The Black Archives plans to relocate to this new facility in the spring of 2009. The new facility is on the National Register of Historic Places, which allows the Black Archives to generate additional funds through federal and state tax credits. The Black Archives has a partner (CCG Historic Partners 2007, LLC) that is willing to invest in the project and receive the tax credits, and Rosen Preservation is advising the Black Archives on the historic preservation of the building. The Black Archives has established a for-profit entity, and this for-profit entity would receive the tax credits. The Black Archives has a 5 year lease with Kansas City; at the end of the five years, the Black Archives has an opportunity to buy the tax credit partner out. The Black Archives will receive approximately \$900,000 in benefits from the tax credits.

In the next six months, the Black Archives Board of Directors will make decisions about space utilization at the new facility and managing the collection. The Black Archives has adopted a collections policy, and is going through the archives to determine and resolve any ownership issues for the collection, and to make the collection as accessible to the public as possible. With staff assistance from the Library and utilizing the Black Archives' website, the materials can be made accessible to the public. For the next six months, although some programming may take place, most of the efforts will be spent on the collection.

The Black Archives will also re-establish its brand in the community, as part of future fundraising efforts for its operations and programming. A marketing firm will be hired to develop brochures and fundraising materials for the Black Archives. The Black Archives is participating in the Combined Federal Campaign, to engage federal agencies and federal employees, as part of its fundraising effort. The Black Archives would like to diversify its funding sources; in the past it has relied primarily on city funding, and the Black Archives would like to broaden that funding base.

J. Caulfield asked if there were any materials at Bruce R. Watkins Cultural Heritage Center and State Museum or the Negro Leagues Baseball Museum that might be available to the Black Archives. B. Peterson stated that although there are other African American organizations in the Kansas City area that will continue to maintain archival materials specific to their mission, the Black Archives could partner with these organizations on programming events and other activities, as well as providing links to their materials on the Black Archives website. Also, the Black Archives is working to create partnerships with other cultural organizations in the Kansas City area.

D. Williams discussed his interests and goals for the Black Archives. He mentioned that the passion of the founder of the Black Archives was an inspiration to him in working at the Black Archives to preserve history and culture. B. Peterson stated that if fundraising goals were met, the Black Archives would like to have a permanent Administrative Chief Archivist at the Black Archives. Currently, several Black Archives board members and Library staff are providing archival expertise, and there is a collections management committee, which will be expanded to include non-board members who have expertise in archival maintenance.

B. Peterson stated that she expected the patrons of the Black Archives to be researchers and historians, but there will also be programs for school children and exhibits of interest to the broader Kansas City community.

D. Siragusa discussed the transition budget. Although she stated that she did not prepare the transition budget, she pointed out that the only money that the Library is providing the Black Archives comes from the John Hope Franklin Fund, and so far none of that money has been spent. She provided the number of staff hours spent on the Black Archives project. B. Peterson stated that the transition budget that she presented did not include the John Hope Franklin Fund, but only funds secured from the City of Kansas City, as well as board and community contributions. Discussing specific line items on the transition budget, she noted that a consulting archivist will be hired to prepare the archives for the move to the new location, and a public relations consultant will help the Black Archives develop its fundraising materials.

C. Kemper stated that the new facility, with approximately 15,000 square feet, would be completed by the end of this year. A million dollar grant to the Black Archives for the facility's interior space is in process, and the opening of the facility will take place in the spring of 2009, although no specific date will be set until consultation with an interior designer. Money from the John Hope Franklin Fund will begin to be spent at that time, and there will be increased fundraising activity by the Black Archives at that time. Although the new facility can be kept open on a limited basis for scholars, money currently does not exist to keep it open on a daily basis. C. Kemper stated that he was confident that there would be additional donor and funding sources.

J. Kemper asked if any metrics were available to potential donors that outlined potential activities and attendees at the Black Archives. B. Peterson responded that the Black Archives' board is working to create such metrics. C. Kemper stated that the Black Archives' staff could communicate with the staff of the Blair-Caldwell African American Research Library, as its collections are similar to the Black Archives' collections, for advice and input on the collections.

B. Peterson stated that the Black Archives is currently seeking bids for the interior design of the space, as well as seeking a public relations/marketing consultant. In the coming months, the Black Archives Board of Directors will consider the utilization of the space and develop a fundraising strategy.

O. Dorsey asked B. Peterson to clarify the planned percentage of activities for collections and outreach. B. Peterson stated that the Black Archives will focus on collections initially, but more outreach will be done later. The new facility's location will allow for more outreach to the general public.

J. Caulfield asked if there was a collection plan for ongoing collections. B. Peterson said the Black Archives would collect materials related to the Black Archives' mission, and that the Black Archives collection development committee would work to create an ongoing collection plan.

When asked about the parking available at the new site, C. Kemper stated that there was enough parking for the normal level of activity.

The meeting adjourned at 4:35 p.m.


Olivia Dorsey, Chair
Ad Hoc Committee


Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees August 26, 2008

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, August 26, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Joan Caulfield
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHER PRESENT: Chris Paulson

D. Mayta called the meeting to order at 3:35 p.m.

C. Kemper and D. Siragusa explained the process of setting the ad valorem tax rate for 2008 – 2009 fiscal year with both the County Assessor and State Auditor. Responding to D. Mayta's question about the change in tax rates from last year, D. Siragusa noted that the numbers presented were a recalculation of the past three years, and it was not uncommon for the tax rate to go up or down significantly due to the rollback provision.

D. Mayta suggested having a "lunch and learn" meeting with the County Assessor to discuss the assessment process with the Board in more detail.

Motion by J. Kemper to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2008 ad valorem tax rate at 47.24 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by J. Caulfield. Approved unanimously. (LBM 3369)

Discussing the Operating Budget for the 2008- 2009 fiscal year, C. Kemper noted that a higher amount of revenue is projected compared to the original preliminary budget estimate presented to the Board in June, due to the help of the Library's legal counsel in addressing all possible avenues for property tax revenue. The Library was able to address its original deficit and add approximately \$50,000 in capital expenditures for the Bluford renovation. D. Mayta asked about the continued use of the ESI fund. C. Kemper noted that although that there is approximately one year left for the ESI fund, he was discussing continued ESI funding with the donor.

Motion by J. Kemper to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to adopt a revised 2007-2008 Library Operating Budget General Fund of \$18,995,219. Second by J. Caulfield. Approved unanimously. (LBM 3370)

O. Dorsey arrived at 4:00 p.m.

D. Siragusa introduced C. Paulson to discuss the audit results. C. Paulson distributed a draft of the Comprehensive Annual Financial Report ("CAFR") for the Fiscal Year Ended June 30, 2008. C. Paulson noted that the draft did not include statistical tables that would be added to the final CAFR. Also, he noted that there were some minor formatting issues that would be corrected prior to presenting the final version to the Board in September. C. Paulson stated that the audit was ahead of schedule relative to last year. The garage acquisition was treated as a business activity fund, and there was approximately a \$4 million increase in net assets as a result of the garage acquisition.

D. Siragusa summarized that the CAFR noted the net asset increase from the garage purchase, and the Library was on target with its projected budget. Also, pledges receivable are now recorded, and the tax protest income (approximately \$700,000 in income) was reflected in the CAFR.

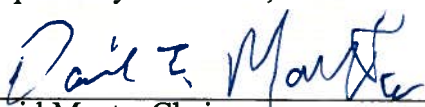
C. Paulson noted that the income potentially affected by the tax protest is treated as a contingency accrual. The CAFR discloses that the revenue could go back if the tax protest is successful, and that the income is recorded as unreserved income but designated for tax protest. Also, there were no findings to be reported.

L. Dixon arrived at 4:20 p.m. C. Oñate Greim and B. Howard Barnes arrived at 4:25 p.m.

Motion by J. Caulfield to adjourn. Second by J. Kemper. Approved unanimously.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee

12/16/08

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—August 26, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, August 26, 2008, 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
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Chris Barnickel, Volunteer Coordinator
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Joseph Gonzales
Jeff Kaczmarek
Chris Paulson
Sara Shepherd

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

Motion by O. Dorsey to approve the minutes of the July 19, 2008 special Board meeting (Orientation), the July 15, 2008 regular Board meeting, the August 8, 2008 Operations Committee meeting, and the August 15, 2008 Ad Hoc Committee on Black Archives meeting. Second by B. Howard Barnes. 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 opened the public hearing for the 2008 property tax rate and the final 2008-2009 budget and asked for questions or comments. There was no response from the public and J. Kemper closed the public hearing.

Motion by L. Dixon to approve the Consent Agenda items before the Board. Second by R. Bell. 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 July 2008: Payroll (07/03/08 net cash \$227,523 plus taxes \$96,732) and (07/17/08 net cash \$228,996 plus taxes \$95,633) and (07/31/08 net cash \$215,989 plus taxes \$87,040), total amount of \$951,913; General Expense Payments including Checks (#141178-141462), in the amount of \$1,122,951. (LBM 3371)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for July 2008. (LBM 3372)

Move approval of the recommendation of the Chief Executive to renew the service agreement for elevators with KONE, Inc. at a cost not to exceed \$29,796 (contract effective July 1, 2008 through June 30, 2009). (LBM 3373)

Move approval of the recommendation of the Chief Executive to renew the contract with Thermal Components for the maintenance of the security systems for the Truman Forum, Plaza Branch and Central Library at a cost not to exceed \$11,940 (contract effective July 1, 2008 through June 30, 2009). (LBM 3374)

C. Kemper introduced C. Paulson, who distributed and discussed a draft of the Comprehensive Annual Financial Report ("CAFR") for the Fiscal Year Ended June 30, 2008. A final version of the CAFR would be provided to the Board in September.

Motion by D. Mayta to approve the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2008 ad valorem tax rate at 47.24 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by C. Oñate Greim. Approved unanimously. (LBM 3375)

Motion by D. Mayta to accept the recommendation of the Finance and Audit Committee and Chief Executive to adopt a revised 2008-2009 Library Operating Budget General Fund of \$18,974,339. Approved unanimously. (LBM 3376) (Note: As the revised 2008-2009 Library Operating Budget was recommended by the Finance and Audit Committee, no second was required.)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to reaffirm Library Board Policy 004 (Code of Ethics). Second by J. Caulfield. Approved unanimously. (LBM 3377)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to purchase the maquettes of two sculptures (*The Spirit of Industry* and *The Spirit of Commerce*) at a total cost of \$9,500 from the Kansas City Public Library's Art Fund. Second by D. Mayta. Approved unanimously. (LBM 3378)

Motion by J. Caulfield to approve the recommendation of the Chief Executive to purchase video conferencing equipment from AT&T at a cost not to exceed \$16,674. Second by O. Dorsey. Approved unanimously. (LBM 3379)

Motion by R. Bell to approve the recommendation of the Chief Executive to purchase one web application security CPE (called SecureSphere) from FishNet Security at a cost not to exceed \$19,943. Second by B. Howard Barnes. Approved unanimously. (LBM 3380)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize payment to American International Group, Inc. for Additional Workers Compensation Insurance Premium for FY 2006 -2007 at a cost not to exceed \$11,396. Second by C. Oñate Greim. (LBM 3381)

Motion by R. Bell to approve the recommendation of the Chief Executive to authorize membership payment for the Kansas City Public Library membership and the KCPL-Library Service Program members in the Kansas City Metropolitan Library and Information Network (including courier services) for 2008-2009 at a cost not to exceed \$84,151. Second by J. Caulfield. Approved unanimously. (LBM 3382)


J. Gonzales and J. Kaczmarek (staff with the Kansas City Economic Development Corporation) gave a presentation on the use of tax increment financing in the Kansas City area. Because the Kansas City Public Library's budget is deeply impacted by tax abatement, J. Kemper asked if the two of them could come back to a "lunch and learn" Board meeting to discuss specifically the Library's concerns about tax increment financing. J. Kaczmarek said that he would work with D. Siragusa to get a sense of what questions the Board would like answered at this future meeting.

C. Kemper distributed a draft letter (written to the Economic Development Corporation) to the Board concerning the jurisdictional rights and responsibilities of the TIF Commission members.

Motion by D. Mayta to adjourn. Second by C. Oñate Greim. Approved unanimously.

The meeting adjourned at 6:15 p.m.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting—August 28, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, August 28, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield (by telephone)
Rose Marie Bell (by telephone)
Billie Howard Barnes (by telephone)
Claudia Oñate Greim (by telephone)

MEMBERS ABSENT: Leon Dixon
Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Sara Shepherd

J. Kemper called the meeting to order at 3:30 p.m.

C. Kemper and D. Siragusa noted that an error in the ad valorem tax rate adopted at the August 26, 2008 Board meeting was due to a calculation error by the State Auditor, and that the meeting was necessary to adopt the correct ad valorem tax rate. By adopting the correct ad valorem tax rate, the Library would receive approximately \$20,000 in additional income.

Motion by D. Mayta to approve the recommendation of the Chief Executive to fix the Library's 2008 ad valorem tax rate at 47.31 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by J. Caulfield. Approved unanimously. (LBM 3384) (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.)

R. Bell asked that the minutes note that the additional funds generated by the tax rate change would be used for the Bluford capital project.

Motion by R. Bell to adjourn. Second by B. Howard Barnes. Approved unanimously.

The meeting adjourned at 3:35 p.m.

Joan Caultfield
Secretary

12/16/08
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—September 16, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, September 16, 2008, 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
Claudia Oñate Greim (**by telephone**)

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Helma Hawkins, Director of Youth Services
Pam Jenkins, Central Reference Librarian
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Chad Marley, Support Specialist
Pat Mulsoff, Director of Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Claudia Visnich, North East Branch Manager

OTHERS PRESENT: Curtis Koons
Mike Sanders
Sara Shepherd
Carolyn Szczepanski
Calvin Williford

J. Kemper called the meeting to order at 4:30 p.m. He welcomed new Board member F. Daniel to the Board.

J. Kemper introduced Jackson County Executive M. Sanders to discuss the recommendations of the Jackson County Assessment Review Commission. M. Sanders noted that assessments are important to the revenue of the Library and other public

entities, and that the Review Commission did a complete evaluation of the assessment process in Jackson County ("the County") and made recommendations on the assessment process. The recommendations had not yet been approved, and M. Sanders hoped to get feedback from the Library and other taxing jurisdictions on the recommendations. The goals of the recommendations are to ensure that all property should be assessed in a two year cycle in a transparent, standardized process that reflects current fair market values. M. Sanders asked the Library to provide the County with a formal letter of its concerns or comments on the recommendations.

C. Kemper thanked M. Sanders and C. Koons for working with the Library to ensure that the assessment process is timely, transparent and reflects market conditions. He noted that taxing jurisdictions are often hurt by inflation over time when there is not timely assessment. He also noted that the County and the Library have taken the lead in reviewing the effects of the abatement process on tax revenue. He suggested a formal meeting with County officials to discuss the Library's concerns on the recommendations at a future date.

J. Kemper asked about the pending tax protest lawsuits. M. Sanders stated that the current intention of the County was to go to trial on the tax protest lawsuits, and that the County would keep the Library informed on the legal issues and decisions.

M. Sanders left the meeting at 4:47 p.m.

R. Beebe noted that D. Elliott did not attend the August 26, 2008 Finance and Audit Committee meeting or the regular Board meeting, and that the minutes for those meetings had been corrected.

Motion by D. Mayta to approve the minutes of the August 26, 2008 Finance and Audit Committee meeting, the August 26, 2008 regular Board meeting, and the August 28, 2008 special Board meeting as corrected. Second by R. Bell. 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.)

Motion by J. Caulfield to approve the Consent Agenda items before the Board. Second by O. Dorsey. 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 August 2008: Payroll (08/14/08 net cash \$217,835 plus taxes \$87,686) and (08/28/08 net cash \$219,813 plus taxes \$88,426) and (09/11/08 net cash \$217,430 plus taxes \$87,874), total amount of \$919,065; General Expense Payments including Checks (#141463-141752), in the amount of \$1,065,666. (LBM 3385)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for August 2008. (LBM 3386)

Move approval of the recommendation of the Chief Executive to renew the maintenance and support agreement with Softchoice for McAfee Total Protection for Enterprise – Advanced at a cost of \$12,525.60. (LBM 3387)

C. Kemper discussed the Nine Muses Café contract with the Board. He noted that under the terms of the contract, the Library would provide the Anderson Restaurant Group with a \$60,000 annual subsidy. The Library does have the option to use other caterers for special events, although the Anderson Restaurant Group may turn down event catering for smaller groups or events that may be unprofitable, although the Anderson Restaurant Group would be the preferred caterer for Library events. The Library would get a percentage share of the net profits. There is a 30 day exit clause on the contract.

Asked about transition expenses, D. Siragusa stated that the Library will pay the Compass Group \$9,000 to retain equipment purchases by Compass.

C. Kemper also noted that, unlike the contract with the previous café vendor, the Library's losses were limited to \$60,000 a year. The contract is for one year with renewal options.

J. Kemper asked that the cost accounting for the café reflect the café's operations, catering operations for Library activities, and third party functions.

Discussing signage, C. Kemper stated that there was consideration given to highlighting the Nine Muses Café's management by "Hereford House" with signage inside the Library. J. Kemper and O. Dorsey expressed concerns about allowing outside corporations to place signage in the Library. C. Kemper stated that he would bring any fixed signage ideas that the Anderson Restaurant Group might have to the Board for discussion.

Motion by R. Bell to approve the recommendation of the Chief Executive to contract with Anderson Restaurant Group to provide café operations management for the Central Library's Nine Muses Café at an annual cost of \$60,000. (Annual contract effective upon execution, with five one-year renewal options). Second by J. Caulfield. Approved unanimously. (LBM 3388)

C. Kemper discussed the Director's Report with the Board (LBM 3389). H. Fortunato discussed recent and upcoming events at the Kansas City Public Library.

J. Kemper stated that he would be asking a group of Trustees to help with the planning for the November 12, 2008 Board retreat.

P. Jenkins gave a demonstration of three online databases available through the Kansas City Public Library- ProQuest, Reference USA, and Learning Express Library. Several Board members suggested that there should be better advertising to the community about the availability of these resources. C. Kemper stated that there would be greater communication to the community on the online databases available at the Library, beginning with the opening of the H&R Block Business Center.

Motion by J. Caulfield to adjourn. Second by B. Howard Barnes. Approved unanimously.

The meeting adjourned at 6:15 p.m.



Secretary



Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees October 21, 2008

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, October 21, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Jonathan Kemper (ex officio)

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

D. Mayta called the meeting to order at 3:35 p.m.

D. Siragusa discussed the management letter received from the auditors. The Library Parking Garage was capitalized at the appraised fair market value, recording the difference between fair market value and purchase price as a capital contribution. The auditors noted that the Library accounted for the property tax under protest appropriately. The Library designated money for the property tax under protest (approximately \$738,000), but did not record a contingent liability.

The auditors note again the remaining unamortized difference in the Library Collection account. A difference was found in 2006 and the Library is writing off the differenced over a seven year period.

There were no disagreements with management, and no difficulties encountered by the auditors.

D. Siragusa noted that the the auditors found control deficiencies with the segregation of duties. However, given the size of Library's staff, it is difficult for the Library to eliminate some deficiencies.

The auditors noted that some staff retained potential access to information technology network accounts even after these staff have left the organization. C. Kositany-Buckner noted that staff email accounts are often open for a while after an employee leaves the organization. This is due

in part to the necessity of keeping important information available to the Library, but also because the Information Technology staff was not always informed promptly of departures.

The auditors also found that there was no disaster recovery plan in place. The Library was working to put this in place. There was also no formal accounting procedures manual, and no anti-fraud program. C. Kemper suggested that legal counsel be designated as the anti-fraud reporting contact.

J. Kemper and staff discussed the statistical tables in the Comprehensive Annual Financial Report.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee

12/16/04

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— October 21, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, October 21, 2008, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

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

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Lawana Gibson, Executive Assistant
Steve Knapp, Human Resources Project Manager
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Director of Collection Development
Mark Nordike, IT Director
Bob Pedersen, Senior Human Resources Generalist
Greg Renner, Web Developer
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator
Donna Whitner, Director of Purchasing and Consortium Manager

OTHERS PRESENT: Paloma Greim
Carolyn Szczepanski

J. Kemper called the meeting to order at 4:30 p.m. He welcomed C. Szczepanski, a reporter from *The Pitch*, to the meeting. She stated that her pending article in *The Pitch* would be about the resurgence of the Library in the community.

Motion by O. Dorsey to approve the minutes of the September 16, 2008 regular Board meeting. Second by R. Bell. 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.)

Motion by D. Mayta to approve the Consent Agenda items before the Board. Second by O. Dorsey. 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 September 2008: Payroll (09/25/08 net cash \$213,964 plus taxes \$86,188) and (10/09/08 net cash \$222,392 plus taxes \$92,376), total amount of \$614,920; General Expense Payments including Checks (#141753-142056), in the amount of \$842,410. (LBM 3390)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for September 2008. (LBM 3391)

Move approval of the recommendation of the Chief Executive to renew MOREnet services at a cost not to exceed \$12,000 annually. (LBM 3392)

Discussing the contract with Marcive, Inc. for authority control processing, D. Whitner explained that it had been approximately ten years since the Library conducted a complete clean-up its databases' authority control processing. She explained how authority control allows patrons to search the databases in an efficient manner.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize the Chief Executive to finalize negotiations and contract with Marcive Inc. to provide authority control processing for the Kansas City Public Library's bibliographic records for a one-time cost of \$36,861.00. Second by D. Mayta. Approved unanimously. (LBM 3393)

Discussing the network upgrade contract with SBC Datacomm, C. Kemper reviewed the E-Rate process to the Board. The Universal Service Fund, commonly known as "E-Rate," provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. D. Siragusa noted that although the Library has enough money in the Capital budget to cover the expenditure, there would be budget revision in the future to allow for other capital expenditures.

Motion by F. Daniel to approve the recommendation of the Chief Executive Executive to contract with SBC Datacomm for \$543,260, Calence for \$103,786 and Vital Support Systems for \$8,902 (a total project cost of \$655,949) for a comprehensive network upgrade. Second by R. Bell. Approved unanimously. (LBM 3394)

C. Kemper discussed the Director's Report for September 2008 (LBM 3395). He discussed his and J. Kemper's visit to the White House to receive the 2008 National Medal for Museum and Library Service on behalf of the Library. He also noted the Missouri Library Association awarded J. Kemper the Virginia G. Young Outstanding Service Award for Exemplary Service to Libraries in Missouri as a Library Trustee.

C. Kemper noted that the Library's strategic retreat would be on November 12, 2008, and that all of the Trustees had committed to attend. There would also be senior staff in attendance at the retreat.

C. Kemper noted that S. Knapp was working on revising the statistics that the Library used in the Director's Report, and that S. Knapp would attend a future meeting to discuss what the Board would like the statistics to examine.

C. Kemper noted that, based on Board input, that he would add the marketing of online databases to the Master Plan projects list. He also agreed that the next Board meeting in November could be held at the Trails West Branch.

H. Fortunato discussed recent and upcoming events at the Library.

C. Kemper noted that the Hall Family Foundation had made a commitment of \$300,000 to the Bluford renovation. The gift is a topping grant, requiring that the Library prove that the Library has raised all of the money that it needed to raise. Also, the Library has begun to raise money from the neighborhood community.

Motion by O. Dorsey to convene in closed session under 610.021 RSMo(3) to discuss personnel issues. Second by R. Bell. Approved unanimously.

The Board was in closed session from 5:45 p.m. to 6:00 p.m. to be briefed by the Library Director and review the terms of a specific professional services contract not to exceed \$9,000 in connection with the Library's Writer in Residence program. No formal action was taken. J. Kemper reported the consensus of the Board that the Chief Financial Officer should execute the contract as presented and that the goals and objectives of the Writer in Residence program be formally documented.

The meeting adjourned at 6:05 p.m.

Joan Caulfield
Secretary

12/16/08
Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
November 7, 2008**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Friday, November 7, 2008, at 4:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Claudia Oñate Greim (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Henry Fortunato, Director of Public Affairs and Communication
Pam Jenkins, Business Reference Librarian
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Paloma Greim
Andrea Harms

C. Oñate Greim called the meeting to order at 3:35 p.m.

C. Kemper discussed the vision and goals of the H&R Block Business Center. The Library received approximately \$550,000 from H&R Block as part of the capital campaign, to be used for a business center. The Library is doing much work with job seekers, people seeking to enhance their skills, and entrepreneurs who use the Library's computers for its businesses. The H&R Block Business Center would create a separate space where the Library's response to these activities could be centralized. Although there are other institutions in Kansas City that provide skill development and entrepreneurial assistance, the Library is a space where everyone in the community feels welcome.

C. Kositany Buckner discussed the budget for the H&R Block Business Center. The total budget for the project is \$550,000. The Library is reviewing the submitted bids for the project's general contractor, and is currently in the process of checking references. Bids for the furniture and equipment will go out in the next two weeks. The Library hopes to have the project completed in the Spring of 2009.

A stairwell will be added to the space to allow for easier access. The service desk will be located at the top of the stairwell. A glass wall is present, to make it easy for people to look into the space. There will be a digital newspaper nook, to provide digital newspaper to patrons.

Names that honor the diversity of Kansas City's entrepreneurs will appear on the staircase. The wall near the staircase will be used to add entrepreneurs periodically, and to suggest to patrons that their name might appear there one day should they become successful entrepreneurs. The names of the entrepreneurs will be submitted to the public for their suggestions before taking to the Board for approval at a future meeting. A monitor will scroll through a presentation on the history of entrepreneurs. Monitors on the wall will also provide financial news, and wireless headphones will allow patrons to view the news without disturbing patrons.

A. Harms from Helix Architecture and Design discussed the finishings and furniture selection for the H&R Block Business Center. She stated that the goal was to bring color into the space that will compliment the nearby reading room space, and provide more textures.

J. Kemper suggested contacting the corporate leadership of H&R Block to discuss the plans for the H&R Block Business Center. C. Kemper stated that he would contact H&R Block to discuss the plans for the space.

L. Brack stated that the space would serve all age levels. In addition to serving adults, the space would also provide resources that could teach children economic literacy and give them information about careers. P. Jenkins stated that she was working on investment information maps that serve the needs of both adults and children. With a web portal, a lot of the H&R Block Business Center's resources would be available to branches online. Also, community groups, such as school groups, could come and use the space.

Meeting was adjourned at 4:50 p.m.



Claudia Oñate Greim, Chair
Building Oversight Committee

7-21-09

Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Strategic Retreat)— November 12, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Wednesday, November 12, 2008, at 8:30 a.m. at the Linda Hall Library, 5109 Cherry 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
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Joel Jones, Plaza Branch Library Director
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Marilyn Snider
Gail Tsuboi

J. Kemper called the meeting to order at 8:30 a.m. and discussed the purpose of the retreat. C. Kemper introduced M. Snider and G. Tsuboi. M. Snider then led the participants through a SWOT analysis, discussing the Library's strengths, internal weaknesses/challenges, and the external factors and trends that would have an impact on the Library.

The participants discussed and developed a mission statement for the Library.

The participants identified six three-year goals that the Library needed to accomplish.

The participants identified six-month strategic objectives for each of the three-year goals.

The participants discussed the follow-up process to monitor progress on the goals and objectives. After a summary of the retreat and closing remarks, the meeting adjourned at 4:45 p.m., and participants were given a tour of the Linda Hall Library.

A summary of the strategic retreat's proposed mission statement, goals, and objectives follows:

MISSION STATEMENT

The Kansas City Public Library is a doorway to knowledge for all people in our community

THREE-YEAR GOALS

2008-2011• not in priority order

▶ Be recognized as a leader in public discourse

- Develop and present to the Board of Trustees a Public Discourse Plan, to include broad themes, audiences and key performance measures, to ensure continued recognition as a leader in public discourse (i.e., getting a larger audience and public discussion)
- Develop and present to the Executive Director a plan, including a timeline, to use new and existing media to enlarge the audience for library programming content
- Identify and close at least five new co-sponsors for the public discourse program

▶ Enhance the use of technology for our customers and staff

- Identify public members for a Technology Advisory Group to provide input to the library staff on technology
- Develop and submit to the CEO a comprehensive Technology Training Plan for all staff and volunteers
- Identify and distribute to the staff and community a list of technology services and resources provided by the library
- Develop a Technology Plan that includes creative solutions for the community and staff using existing and new technologies

▶ Create a deeper, richer collection that is aligned with current and future community needs

- Evaluate and report the results to the Board the current structure for collecting, developing, and processing print and online resources and identified needed changes
- Conduct 3 focus groups and 3 town hall meetings of library users and non-users in order to evaluate the needs and expectations for library print and online resources
- Evaluate the alignment of collection development funds and the community's needs and goals expressed in the focus groups and town hall meetings and make a report, with recommendations to the CEO

► **Evaluate, revamp and enhance the branches**

- Develop and distribute to the 9 branches and Outreach Services a survey to assess user satisfaction and needs, analyze and present the results to the CEO and the Board
- Evaluate the physical infrastructure of each branch and recommend to the CEO for approval a budget and timeline for improvements and enhancements
- Conduct an external survey of other libraries and identify at least 3 innovative ideas for branch practices to implement at the Kansas City Public Library

► **Attract, develop and retain quality staff**

- Report to the Board on current recruitment practices for staff hiring
- Assess the training needs of all staff
- Produce and distribute to all staff an internal news publication to keep staff informed of what is happening in the KCPL and acknowledging the accomplishments of staff
- Develop and distribute to management a Staff Training Plan, including a menu, for professional development opportunities based on library and staff needs

► **Stabilize and enhance funding**

- Report on development/fundraising plans and goals and discuss with the Board the role and responsibilities of the Foundation
- Develop and present to the Board for review short- and medium-term contingency plans for anticipated property tax shortfall
- Reactivate the Foundation
- Secure a voting seat at the TIF Commission and other tax abatement entities related to the abatement process, including amendments to abatement

Joan Caulfield
Secretary

12/16/08
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— November 18, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 18, 2008, at 4:30 p.m. at the Waldo Branch Library, 201 East 75th Street, Kansas City, Missouri.

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

MEMBERS ABSENT: Fran Daniel

STAFF PRESENT: Crosby Kemper III, Chief Executive
Alicia Ahlvers, Waldo Branch Manager
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Dean Galloway, Operations Event Supervisor
Jerry Houchins, Plant Operations Manager
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Mike Foley
Paloma Greim
Linda Mason Cohen

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

Motion by B. Howard Barnes to approve the minutes of the October 21, 2008 Finance and Audit Committee meeting, the October 21, 2008 regular Board meeting, the November 7, 2008 Building Oversight Committee meeting, and the November 12, 2008 special Board meeting (Strategic Retreat). Second by C. Oñate

Greim. 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.)

O. Dorsey arrived at 4:35 p.m.

Motion by J. Caulfield to approve the Consent Agenda items before the Board. Second by B. Howard Barnes. 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 October 2008: Payroll (10/23/08 net cash \$214,211 plus taxes \$86,584) and (11/6/08 net cash \$216,959 plus taxes \$87,532), total amount of \$605,286; General Expense Payments including Checks (#142057-142331), in the amount of \$1,008,610. (LBM 3396)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for October 2008. (LBM 3397)

Move approval of the recommendation of the Chief Executive to authorize the purchase of a software license agreement for *SmartSource* with SirsiDynix at an annual cost of \$19,263.40. (LBM 3398)

C. Kemper noted that one of the recommendations of the November 12, 2008 Strategic Retreat was that the Board of Trustees officially adopt the Strategic Plan at the November 18, 2008 Board of Trustees meeting. The Board would be given monthly updates on the progress of the completion of the Strategic Plan's strategic objectives. The Library is in the process of establishing working groups to accomplish the objectives of the Strategic Plan.

J. Kemper requested that the Chief Executive discuss a specific strategic goal at each monthly Board meeting over the next six months.

Motion by J. Caulfield to approve the recommendation of the Chief Executive to adopt the strategic plan developed by the Board of Trustees and staff at the November 12, 2008 strategic planning retreat. Second by R. Bell. Approved unanimously. (LBM 3399)

M. Foley of Christian and Associates discussed the process of selecting insurance vendors for the Library. J. Kemper asked questions about the Library's responsibilities in the event that an insurance provider defaulted. M. Foley said that he would research the legal issues and obligations the Library would face in such a situation, and communicate the information to the Chief Executive.

Motion by R. Bell to approve the recommendation of the Chief Executive to award a contract to Blue Cross Blue Shield of Kansas City for employee health insurance at a cost of approximately \$935,000 for plan year January 1, 2009-December 31, 2009. Second by C. Oñate Greim. Approved unanimously. (LBM 3400)

Motion by D. Mayta to approve the recommendation of the Chief Executive to award a contract to Hartford for life and long term disability insurance at a cost to the Library of approximately \$23,834 for calendar year (plan year) 2009. Second by J. Caulfield. Approved unanimously. (LBM 3401)

C. Kemper discussed the proposed cell phone policy. The Library is trying to comply with Internal Revenue Service guidelines for documenting cell phone use, and the policy is an effort to address this need. The policy also includes a cell phone allowance for staff members that normally have a high volume of calls; this would eliminate the need for these staff members to document every call.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 563 relating to cellular telephones on the Policy Calendar in accordance with Library Board Policy 002. Second by D. Mayta. Approved unanimously. (LBM 3402)

C. Kemper noted that the H&R Block Business Information Center will open in April, 2009.

Motion by C. Oñate Greim to approve the recommendation of the Chief Executive to contract with DVL Construction Enterprises, Inc. for construction services of the H&R Block Business Information Center at a cost not to exceed \$300,000. Second by O. Dorsey. Approved unanimously. (LBM 3403)

C. Kemper noted that the Library would be fully reimbursed for the cost of the Benhura sculpture through the Jonathan and Nancy Lee Kemper Fund.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize the purchase of a sculpture by Dominic Benhura in the amount of \$11,340. Second by J. Caulfield. Approved unanimously. (LBM 3404) (NOTE: As noted above, J. Kemper, as Chair of the meeting, did not vote on this motion; 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.)

C. Kemper discussed the Director's Report for October 2008 (LBM 3405) and the publicity for the grant from the Ewing Marion Kauffman Foundation. H. Fortunato discussed the programming for the month of October.

D. Mayta and C. Oñate Greim reported on the recent meetings of the Finance and Audit Committee and Building Oversight Committee, respectively.

P. Kannady briefly discussed the Library's current recruitment and hiring practices for Library staff. She will discuss the recruitment and hiring practices in greater detail at the December 17, 2008 Board meeting.

H. Fortunato briefly discussed partnerships, and will discuss the Library's community partnerships in greater detail at the December 17, 2008 Board meeting.

Motion by J. Caulfield to adjourn the meeting. Second by B. Howard Barnes. Approved unanimously.

The meeting adjourned at 5:35 p.m.

Staff and Trustees discussed the demographics of the Waldo Branch, and took a tour of the facility. A. Ahlvers noted the Waldo Branch's high circulation statistics, as well as

some of the structural challenges of the Waldo Branch (such as limited space, and an inability to expand the facility without losing parking space). The tour ended at 6:10 p.m.

Joan Caulfield
Secretary

11/18/08
Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees December 16, 2008

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 16, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Joan Caulfield
Jonathan Kemper (ex officio)

OTHER TRUSTEES PRESENT: Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and
Communication
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Donna Whitner, Director of Purchasing and Consortium Manager

D. Mayta called the meeting to order at 3:40 p.m.

C. Kemper stated that the Library intended to acquire the Central Library Building from the DTC LLC in October, 2009. To do this, the Library needs to borrow approximately \$8 million. While the Library has the cash flow to support borrowing this amount, the Library would like a financial advisor to assist staff in the financial analysis, planning and financing requirements for capital projects.

The Committee discussed the matrix prepared by D. Siragusa outlining the evaluations of the Request for Proposal ("RFP") responses received from the prospective financial advisors. Six proposals were received and reviewed by an evaluation team of the Library. Oppenheimer & Co., Inc., whose Public Finance Department is headquartered in Kansas City, Missouri, was the highest ranked and lowest bidder.

D. Siragusa stated that the RFP prohibited the financial advisor from also being the financial underwriter. However, two prospective financial advisors did offer services as a financial underwriter, suggesting that cost savings could be achieved, and D. Siragusa stated that if the

Committee decided to allow financial advisors to also be the financial underwriters, the Library should resubmit the RFP.

C. Kemper stated that the Library, as a public entity, should have a separate financial advisor recommend an underwriter to avoid any potential conflict of interest. Also, he stated that in his experience, institutions of the Library's size were not likely to have additional costs associated with having a separate financial advisor and underwriter.

Asked about whether the Library would need to get a tax levy increase from the voters, C. Kemper stated that it was unlikely that the Library would seek a tax levy increase. Discussing the pending legal tax protest lawsuit, C. Kemper stated that Jackson County could not settle the lawsuit without the Library's consent.

Motion by J. Kemper to recommend to the full Board of Trustees authorization of the Chief Executive to contract with Oppenheimer & Co., Inc. to serve as the financial advisor for the Kansas City Public Library for a cost not to exceed \$16,500 (one year contract with the option to renew one additional year). Second by J. Caulfield. Approved unanimously.

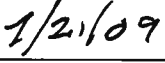
Motion by J. Kemper to adjourn. Second by J. Caulfield. Approved unanimously.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— December 16, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 16, 2008, 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
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Carol Levers, Plaza Branch Reference Librarian
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services

OTHERS PRESENT: Sara Shepherd

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

Motion by J. Caulfield to approve the minutes of the November 18, 2008 regular Board meeting. Second by L. Dixon. 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.)

Motion by J. Caulfield to approve the Consent Agenda items before the Board. Second by C. Oñate Greim. 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 November 2008: Payroll (11/20/08 net cash \$217,576 plus taxes \$87,958) and (12/4/08 net cash \$219,323 plus taxes \$88,438), total amount of \$613,295; General Expense Payments including Checks (#142332-142786), in the amount of \$1,238,332. (LBM 3407)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for November 2008. (LBM 3408)

Move approval to authorize the Chief Executive to renew the contract with Assurant for dental insurance at a cost to the Library of approximately \$37,856 for plan year January 1, 2009 – December 31, 2009. (LBM 3409)

C. Kemper introduced C. Levers, who was selected (from approximately 3,300 applicants) to receive the "I Love My Librarian!" Award. C. Levers discussed the award and informed the Board about her experiences at the award ceremony.

B. Howard Barnes arrived at 4:40 p.m.

Discussing possible tax revenue reductions in the coming year, C. Kemper mentioned that in January, 2009, the Board would be presented with detailed information on the Library's efforts to adjust to any tax revenue shortfall. He stated that a hiring freeze was currently in effect for the Library.

Motion by D. Mayta to approve the recommendation of the Chief Executive to adopt the proposed new Library Board Policy 563 relating to cellular telephones in accordance with Library Board Policy 002. Second by O. Dorsey. Approved unanimously. (LBM 3410)

Motion by R. Bell to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 614 relating to a "Donor Bill of Rights" on the Policy Calendar in accordance with Library Board Policy 002. Second by C. Oñate Greim. Approved unanimously. (LBM 3411)

Motion by J. Caulfield to approve the recommendation of the Chief Executive to authorize travel for Rose Marie Bell, Olivia Dorsey, and Billie Howard Barnes to attend the American Library Association (ALA) Midwinter conference, from January 23, 2009 to January 25, 2009, in Denver, Colorado in an amount not to exceed \$2,400 in accordance with Library Board Policies 031 and 032. Second by D. Mayta. Approved unanimously. (LBM 3412)

Motion by D. Mayta to approve the recommendation of the Chief Executive to authorize a contract with Oppenheimer & Co., Inc. to serve as the financial advisor for the Kansas City Public Library for a cost not to exceed \$16,500 (one year contract with the option to renew one additional year). (NOTE: As the motion was recommended by the Finance and Audit Committee, no second was required). Approved unanimously. (LBM 3413)

Motion by D. Mayta to approve the recommendation of the Chief Executive to authorize payment not to exceed \$16,248.97 to Compass Group for unamortized pre-opening costs related to the opening and operation of the food and beverage service for the Central Library. Second by C. Oñate Greim. Approved unanimously. (LBM 3414)

J. Kemper requested that the Board be provided with information on the quarterly financial statements of the current food and beverage service provider when they became available.

Motion by B. Howard Barnes to approve the recommendation of the Chief Executive to contract with the Metropolitan Ensemble Theatre (“MET”) to produce and perform six script-in-hand performance readings at a cost not to exceed \$14,400. Second by O. Dorsey. Approved unanimously. (LBM 3415)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize payment to Downtown Community Improvement District for outstanding invoices for maintenance of the Library Parking Garage at a total cost of \$29,729.12. Second by R. Bell. Approved unanimously. (LBM 3416)

Motion by C. Oñate Greim to approve the recommendation of the Chief Executive to contract with KCPT for the production of a twelve (12) series program of *Meet the Past* at a cost of \$168,000. Second by F. Daniel. Approved unanimously. (LBM 3417) O. Dorsey requested that KCPT provide the Library with an itemized listing of the costs associated with the program, and C. Kemper noted that he would make an effort to find an underwriter for the program. C. Kemper noted that the Library owned the intellectual property rights for the program series.

J. Kemper left the meeting at 5:10 pm. D. Mayta chaired the remainder of the meeting.

Motion by J. Caulfield to re-appoint Olivia Dorsey to the Board of The Kansas City Public Library Foundation as a representative member from the Board of the Kansas City Public Library. Second by R. Bell. Approved unanimously. (LBM 3418) C. Kemper noted that the Kansas City Public Library Foundation would have a strategic planning retreat on January 10, 2009.

C. Kemper discussed the proposed 2009 Calendar with the Board (LBM 3419). The Calendar presented to the Board was for their review and feedback; at the January 2009 Board meeting, the Board would affirm its Calendar.

C. Kemper discussed the \$5 million Kauffman Foundation Grant that the Library was notified of in October 2008 (LMB 3420). He noted that \$1 million was pledged for the Black Archives of Mid-America, Inc., and \$4 million was pledged for the Library’s programming. The Kauffman Foundation has requested a naming opportunity at the Black Archives of Mid-America, Inc., and has encouraged the Library to develop programs and resources to aid entrepreneurship activities.

Discussing the Director’s Report (LBM 3421), C. Kemper noted that the Library’s efforts, in partnership with regional libraries, to create one regional library card was close to completion. O. Dorsey expressed the hope that the Library could still maintain an identity on the regional library card, and C. Kositany-Buckner stated that the libraries were currently looking at library card samples from several companies, and that the Library’s logo would likely appear on the back of the regional Library card.

C. Kemper discussed the Library’s Strategic Plan, specifically the Library’s first goal of being recognized as a leader in public discourse. As part of the Strategic Plan, P. Kannady discussed the Library’s current recruitment and hiring practices with the Board.

The meeting adjourned at 6:00 p.m.

Joan Caulfield
Secretary

12/16/08
Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Partnerships) — January 13, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, January 13, 2009, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Leon Dixon
Claudia Oñate Greim

MEMBERS ABSENT: Rose Marie Bell
Joan Caulfield
Fran Daniel
Olivia Dorsey
Billie Howard Barnes

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Pam Jenkins, Central Reference Librarian – Business/Technical
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Carrie McDonald, Outreach Manager
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services

C. Kemper began the meeting at 12:10 p.m. by outlining the partnership topics to be discussed during the meeting and the staff who would be discussing those topics.

H. Fortunato outlined the reasons why the Library engages in programming partnerships:

- To develop programming that will appeal to a diverse clientele
- To expand the Library's reach into the community
- To build interest in and broaden support for the Library
- To fulfill the Library's mission statement of serving as a "doorway to knowledge for all"

He then outlined the general benefits of the Library having programming partnerships:

- To access new audiences and increase door count
- To access otherwise unobtainable authors and speakers
- Cost-sharing

- Marketing assistance .
- Potential repeat engagements
- To “add to the buzz”

He also outlined the prospective disadvantages of the Library having programming partnerships:

- The partners and the Library might have different objectives and expectations
- The partners and the Library might have different approaches to event preparation and organization
- Liaison and logistical issues could take up significant staff time
- There may be “delivery issues”; that is, the Library and the partner have different expectations about what the final product or results will be

H. Fortunato next proposed definitions for programming partners. He outlined three general categories for partners: full partners, junior partners, and honorary partners.

- Full partners are those programming partners that pay for 50% or more of the costs associated with the program, add significant value to the event, provide significant marketing assistance, and are often committed to longer term multi-part event programming (ex., Rainy Day Books, Center for the Performing Arts, etc.)
- Junior partners are those programming partners that pay for less than 50% of the costs associated with the program and contribute some marketing assistance (ex., Latino Writers Collective, etc.)
- Honorary partners are vendors or contractors that bring more resources to the event than what they are paid for (ex., Metropolitan Ensemble Theatre, the Bach Aria Soloists, etc.)

J. Kemper asked about what the programming partner classifications meant in terms of the Library’s interaction with the partners. C. Kemper stated that the classification helped Library staff determine the amount of resources that would be allocated to the partnership effort, and that it helped Library staff identify partners that shared the Library’s mission and added value to its programming efforts.

H. Fortunato noted that he is working this year to draft standard formal agreements for programming partners that would outline expectations for the partnership.

K. Stover talked about her partnership experiences with KCUR and its *The Book Doctors* segment. Only the Library has a staff member who participates in the radio segment. She is able to promote the Library’s programming and resources, and reach a large audience. She also noted that the Library would be managing *The Kansas City Star’s* book discussions.

C. McDonald discussed the *Books to Go* program, which has been in operation for 15 years and delivers books to over 7,000 pre-school children each month. She noted that the *Books to Go* program has great relationships with the teachers who use the program’s resources.

C. Kemper noted that the Library is working with the Downtown Council to identify projects that might be funded by the pending stimulus package proposed by the Federal government.

P. Jenkins discussed the Library’s partnership with the Fast Track program developed by the Kauffman Foundation, to help individuals start their own business. UMKC also has a

program for displaced workers, which orients participants on how to use the Library's business resources.

C. Kositany-Buckner discussed some of the Library's technology partners, such as the Kansas City Library Consortium and the City of Kansas City, MO.

The meeting concluded at 1:20 p.m.

Joan Caulfield

Secretary

1/13/09

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— January 20, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, January 20, 2009, 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
Claudia Oñate Greim

MEMBERS ABSENT: Billie Howard Barnes

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Carol Levers, Plaza Branch Reference Librarian
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Robert Fitzgerald
Brian Howes
Sara Shepherd

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

J. Kemper turned over the meeting to the Chief Executive for election of officers. C. Kemper asked for nominations. **Motion by O. 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 L. Dixon.** C. Kemper asked if there were any other names for consideration. There were none. **Approved unanimously.**

C. Kemper discussed the Board Calendar for calendar year 2009. (LBM 3422)

Motion by D. Mayta to approve the minutes of the December 16, 2008 Finance and Audit Committee meeting, the December 16, 2008 regular Board meeting, and the January 13, 2009 special Board meeting. Second by R. Bell. 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.)

Motion by J. Caulfield to approve the Consent Agenda items before the Board. Second by O. Dorsey. 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 2008: Payroll (12/18/08 net cash \$216,372 plus taxes \$86,336) and (12/31/08 net cash \$221,210 plus taxes \$87,311) and (1/15/09 net cash \$214,003 plus taxes \$85,734), total amount of \$910,966; General Expense Payments including Checks (#142787-143087), in the amount of \$1,327,087. (LBM 3423)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for December 2008. (LBM 3424)

Move approval of the recommendation of the Chief Executive to authorize the Cisco service agreement with Verizon Business at a cost of \$66,735. (LBM 3425)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to adopt the proposed new Library Board Policy 614 relating to a "Donor Bill of Rights". Second by R. Bell. Approved unanimously. (LBM 3426)

D. Siragusa discussed the new budget calendar, and changes from last years calendar as mandated by Senate Bill 711.

Motion by R. Bell to approve the recommendation of the Chief Executive to adopt the attached Budget Calendar for Fiscal Year 2009–2010. Second by O. Dorsey. Approved unanimously. (LBM 3427)

C. Kemper and D. Siragusa presented the Board with an outline of potential budget shortfall scenarios. (LBM 3428) While the final property tax revenue amounts would not be know until March 2009, C. Kemper asked the Trustees to consider priorities for the potential shortfall. He noted that, while the final decision rested with the Board, his priority was to preserve quality staff and materials to the extent possible. D. Siragusa noted that there were three budget shortfall scenarios presented (high range, mid range, and low range), based on the amount of property tax revenue that might be lost, and each covered a projected three year period. Included with the high range budget shortfall scenario was a separate list of other options for discussion, such as reducing hours, closing branches or reducing security. The information was presented to give the Board an idea of what saving could be achieved from various service reductions.

F. Daniel stated that she felt it was a priority of the Board to keep all branches open.

D. Siragusa noted that the high range scenario was a severe, "worst case scenario" estimate.

J. Kemper and J. Caulfield noted that the Library should seek the opinion of the general public on what options the Library should pursue and develop a plan on what to do about the property tax shortfall in a "worst case scenario".

C. Kemper noted that there would be a Finance and Audit Committee meeting in March 2009 (when the Library would know the final property tax revenues) to address the budget details. C. Kemper also stated that the Library might be able to do more fundraising for Library operations.

C. Baker presented and discussed a 2008 fundraising summary and 2009 fundraising goals. (LBM 3429)

C. Kemper discussed the Director's Report. (LBM 3430) C. Kemper noted that he and several Trustees would be attending the upcoming American Library Association Midwinter meeting in Denver, Colorado. He noted that many patrons enjoyed watching the inauguration on screens set up in the Helzberg Auditorium and Truman Forum. He also stated that the Consumer Safety Product Commission had established new standards of lead testing for books, and that the deadline for compliance was February 10, 2009. C. Kemper stated that he would keep the Board informed on any impact that these new standards might have on the Library's operations.

O. Dorsey updated the Board on the Kansas City Public Library's Foundation's Strategic Planning Retreat. She noted that the Foundation had developed a strategic plan at the retreat, and was in the process of resuming its active status.

Due to time constraints, P. Kannady's report to the Board on the progress of the training assessment objective from the Library's Strategic Plan was postponed for a future meeting.

Motion by D. Mayta to convene a closed session under 610.021(1) RSMo to discuss legal issues. Second by O. Dorsey. Approved unanimously.

The committee was in closed session from 5:45 p.m. until 6:10 p.m. J. Caulfield and F. Daniel left the meeting at 6:05 p.m. The Board reported that pursuant to Section 139 of the Missouri statutes that the Board would file a lawsuit to petition to receive its protested property tax funds.

The meeting adjourned at 6:15 p.m.

Joan Caulfield
Secretary

6/20/09
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— February 17, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, February 17, 2009, 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
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Jim Emory
Maurice Smith

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

Dixon introduced Jim Emory and Maurice Smith to the Board, acknowledging their desire to provide volunteer services, using their science and math background to assist the Library. J. Kemper welcomed them to the meeting.

Motion by Dorsey to approve the minutes of the January 20, 2009 regular Board meeting. Second by Mayta. 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.)

C. Kemper discussed the strategic plan. (LBM 3431) He noted that the six public meetings (originally mandated by the strategic plan to seek public input on the Library's collection) would now also seek input from the community on its priorities for the Library's financial resources, given the potential tax revenue shortfall due to current economic conditions.

Caulfield requested that a list of Trustee attendees at each of the public meetings be sent to the Board, to ensure that the Trustees have at least one representative at each meeting.

Discussing the strategic plan objective to further the Library's representation in the TIF process, C. Kemper acknowledged Siragusa for her role in the successful motion before the TIF Commission to return funds from completed TIF projects to the taxing jurisdictions.

Fortunato discussed the successful identification of five new co-sponsors for the public discourse plan (as mandated by the strategic plan), and C. Kemper mentioned that the new partners would be listed in a future Director's Report.

Motion by Caulfield to approve the Consent Agenda items before the Board. Second by Mayta. 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 January 2009: Payroll (01/29/09 net cash \$226,595 plus taxes \$94,502) and (02/12/09 net cash \$233,288 plus taxes \$108,040), total amount of \$662,425; General Expense Payments including Checks (#143088-143366), in the amount of \$747,106. (LBM 3432)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for January 2009. (LBM 3433)

Move approval of the recommendation of the Chief Executive to authorize the subscription renewal to the *FirstSearch* databases at a cost not to exceed \$39,612. (LBM 3434)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to renew the subscription to Standard & Poor's *Net Advantage* service at a cost of \$17,600. (LBM 3435)

Motion by Dorsey to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 107 relating to customer courtesy and conduct on the Policy Calendar in accordance with Library Board Policy 002. Second by Caulfield. Approved unanimously. (LBM 3436)

Motion by Daniel to approve the recommendation of the Chief Executive to award a contract with SirsiDynix for the use and set up of the URSA (Universal Resource Sharing Application) module, not to exceed the cost of \$24,261.25. Second by Caulfield. Approved unanimously. (LBM 3437)

Motion by Howard Barnes to approve the recommendation of the Chief Executive to execute a contract with Lacy & Company at a cost not to exceed \$52,000 (including reimbursable expenses) and to approve the recommendation of the Chief Executive to finalize negotiations and execute a contract for architectural services

design for the renovation of the Lucile H. Bluford Branch with SFS Architecture for a total lump sum fee not to exceed \$90,000. Second by Bell. Approved unanimously. (LBM 3438 and LBM 3439)

Motion by Daniel to approve the recommendation of the Chief Executive to purchase furniture for the H&R Block Business Information Center from John A. Marshall Company at a cost not to exceed \$73,200. Second by Dixon. Approved unanimously. (LBM 3440)

C. Kemper discussed the Director's Report. (LBM 3441) Fortunato discussed the programming events for the past month, and noted that the *Big Read* program would begin in six weeks.

Discussing how the Library might record Library events in a cost effective manner, Dorsey suggested using student volunteers from the media programs of area universities, such as the University of Missouri at Kansas City, to help in the video recording of Library events.

As an update on a strategic plan objective, Kositany-Buckner discussed the role of the Community Technology Advisory Council, and noted that the group would meet at least six times a year, but would meet as often as needed. J. Kemper noted that it might helpful if the Library were to define what the term "technology" means, and what the term includes.

Dorsey updated the Board on the Kansas City Public Library Foundation's February 17, 2009 meeting. She noted that the Foundation had adopted a strategic plan at the meeting, and had elected officers. She asked that the Administrative Officer send a list of the Foundation's officers to the Library Trustees.

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

The committee was in closed session from 5:50 p.m. until 6:25 p.m. Caulfield left the meeting at 6:10 p.m. No action was taken.

The meeting adjourned at 6:25 p.m.

Joan Caulfield
Secretary

2/17/09
Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees March 23, 2009

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, March 23, 2009, at 4:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Jonathan Kemper (ex officio)

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

Mayta called the meeting to order at 4:00 p.m.

C. Kemper explained that new legislation (SB 711) mandated that the Library submit an informal projection of a nonbinding tax levy rate no later than April 8, 2009. He hoped that the Board would authorize the Chief Executive to informally project this information. Siragusa stated that with the recoupment process, the tax levy will likely get to 0.5000. C. Kemper noted that the Library does not yet know what the tax protest settlement will be, or what the payment terms will be. Based on the projected recoupment schedule, Kemper recommended that the tax levy be 0.5000.

Motion by J. Kemper to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to designate the Chief Executive to informally project the Library's nonbinding tax levy for tax year 2009 pursuant to the provisions of 137.243(1) RSMo (2008). Second by Mayta. Approved unanimously.

Discussing the budget, Sirgusa discussed three budget scenarios to deal with the declining property tax revenue. C. Kemper stated that the second scenario ("scenario B") is the likely and recommended budget scenario for 2009. This scenario would include a one-time salary payment for employees (as a substitute for the annual merit pay increase), but would not affect the base pay of the employees for future merit pay increases, and would rely on attrition and careful spending to achieve savings. Also, there would be no reduction in Library hours, layoffs or branch closings in this scenario. C. Kemper stated that the scenario was dependent on economic conditions in the next few months, and the Library staff would evaluate these conditions before presenting a 2009 – 2010 budget to the Board of Trustees.

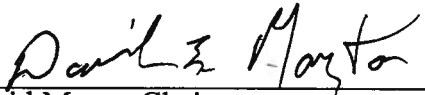
C. Kemper stated that the Library is looking at possibly scaling back expenditures on security, and that Library staff would look closely at security indicators to see if there are any negative effects to reduced security. Also, he stated that the Library was looking at utilizing security personnel in a "floating" capacity, to ensure that security personnel are at sites where they are needed.

Asked about the possibility of having a bond measure approved by the voters, C. Kemper stated that the Library staff would bring information to the Finance & Audit Committee and brief the Board well in advance of taking any action on this issue. C. Kemper stated that is unlikely that any such election could take place this year.

Motion by J. Kemper to adjourn. Second by Mayta. Approved unanimously.

The meeting adjourned at 4:50 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee

7/21/09

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— March 24, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, March 24, 2009, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

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

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Helma Hawkins, Youth Services Director
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Jim Emory
Sara Shepherd
Brenda Smith
Maurice Smith
Madaline Walter

J. Kemper called the meeting to order at 4:35 p.m.

J. Kemper welcomed everyone to the meeting.

Motion by Bell to approve the minutes of the February 17, 2009 regular Board meeting. Second by Dixon. 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.)

C. Kemper discussed the strategic plan. (LBM 3443) He stated that the members of the Community Technology Advisory Council would be identified at the April 21, 2009 Board of Trustees meeting. He stated that the objective to obtain greater representation for the Library in the abatement process would likely be an ongoing objective that would not be completed by May 1, 2009. J. Kemper suggested that the Chief Executive strike those objectives from the Strategic Plan that would be ongoing and uncompleted by May 1, 2009.

Mayta discussed the March 23, 2009 Finance and Audit Committee meeting. The Finance and Audit Committee recommended that the full Board designate the Chief Executive to informally project the Library's nonbinding tax levy for tax year 2009. He also reminded the Trustees that they are welcome to attend all committee meetings, even if they are not members of the committee.

Dorsey discussed the March 24, 2009 meeting of The Kansas City Public Library Foundation ("Foundation"). She stated that the Foundation was currently reviewing the proposed Memorandum of Agreement between the Library and the Foundation, and that both a nominating committee for Foundation trustees and a fund development committee were established.

Motion by Mayta to approve the Consent Agenda items before the Board. Second by Dorsey. 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 February 2009: Payroll (02/26/09 net cash \$260,346 plus taxes \$107,411) and (03/12/09 net cash \$213,125 plus taxes \$79,395), total amount of \$660,277; General Expense Payments including Checks (#143367-143666), in the amount of \$1,194,937. (LBM 3444)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for February 2009. (LBM 3445)

Move approval of the recommendation of the Chief Executive to authorize renewal of the Library's subscription to Reference USA library package at a cost of \$57,240. (LBM 3446)

Motion by Mayta to approve the recommendation of the Chief Executive and the Finance and Audit Committee to designate the Chief Executive to informally project the Library's nonbinding tax levy for tax year 2009 pursuant to the provisions of 137.243(1) RSMo (2008). Approved unanimously. (LBM 3447) (Note: As this designation was recommended by the Finance and Audit Committee, no second was required.)

Motion by Dorsey to approve the recommendation of the Chief Executive to approve the proposed new Library Board Policy 107 relating to customer courtesy and conduct. Second by Bell. Approved unanimously. (LBM 3448)

Motion by Daniel to approve the recommendation of the Chief Executive to execute a contract with Vault, Inc. for a subscription to the Online Career Library. Second by Oñate Greim. Approved unanimously. (LBM 3449)

Motion by Bell to approve the recommendation of the Chief Executive to purchase Equipment for the H&R Block Business and Career Center at a cost not to exceed \$115,000 from the following companies: Envisionware - \$40,053.25; Conference Technologies, Inc. - \$38,868.19; Hewlett Packard - \$23,450; Sen Source - \$11,055. Second by Dorsey. Approved unanimously. (LBM 3450)

Motion by Howard Barnes to approve the recommendation of the Chief Executive to authorize the purchase of 25 new laptops form Dell at a one-time cost not to exceed \$24,450.00. Second by Mayta. Approved unanimously. (LBM 3451)

C. Kemper discussed the draft memorandum of agreement between the Library and the Foundation with the Board. (LBM 3452) Dorsey stated that the Foundation trustees were also reviewing the proposed memorandum of agreement, and asked the Trustees to review the document and to provide feedback. The proposed memorandum of agreement will be presented for the Trustees' approval at a future Board meeting.

C. Kemper discussed the Director's Report. (LBM 3453) He stated that the Library, the Kansas City Public School District and the Jackson County government were working together to have a greater voice in the TIF process and to limit the funds lost to the respective taxing jurisdictions due to tax abatement. He also discussed the recent town hall meetings to get feedback from the public on the Library's collection and potential budget issues.

Fortunato presented a public discourse plan to the Board. When the presentation concluded, Fortunato thanked Kositany-Buckner and Matt Kemp for their help in preparing the presentation.

Motion by Dorsey to adjourn. Second by Mayta Approved unanimously.

The meeting adjourned at 6:10 p.m.

Joan Caulfield
Secretary

3/24/09
Date

COMMITTEE NOTES

**Operations Committee Meeting
Kansas City Public Library
Board of Trustees
April 16, 2009**

The Operations Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, April 16, 2009, at 3:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Fran Daniel (Acting Chair)
Billie Howard Barnes
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey
Leon Dixon

COMMITTEE MEMBERS ABSENT:

Rose Marie Bell
Joan Caulfield (Chair)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliot, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Angela Kille, Web Content Developer
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

Daniel called the meeting to order at 3:40 p.m.

Fortunato stated that, per the Library's Strategic Plan, he would like to get input from the Operations committee on to how use new and existing media to enlarge the audience for library programming content. He stated that the Library was doing very well in using existing media to enlarge its audience for programming content, and was experimenting with the use of new media to enlarge the Library's programming audience.

He noted that approximately 7,800 people receive the Library's weekly email blasts, and that the Library was getting more new subscribers than it was getting requests to unsubscribe. Press releases are sent to the local media for each programming event, and high resolution images of programming speakers are sent to the local media.

Barnes arrived at 3:50 p.m.

Fortunato stated that the Public Affairs Department is maintaining and enhancing the Library's website, with photographs from programming events being posted on Flickr since August 2008. The Public Affairs Department is experimenting with Twitter and Facebook as media platforms to keep the public informed about Library events. Also, the Public Affairs Department is considering the use of YouTube to broadcast excerpts from recorded Library events to the public. The Public Affairs Department is also researching ways to increase search engine optimization and to better monitor social media and Kansas City area blogs. Fortunato stated that he was in the process of creating a cost benefit analysis to monitor the cost effectiveness of these various strategies. Public Affairs is working to reduce the Library's carbon footprint and printing costs by giving patrons more information options, such as sending out the events calendar electronically on reader-friendly PDF software, in order to opt out of paper event calendars.

J. Kemper suggested partnering with the KC Urban Group to possibly create Wikipedia lists onsite at the Library. He suggested coordinating the Library's efforts to increase its programming audience with its development efforts. He also suggested bus advertisements, and that the Public Affairs Director's final audience increase plan have a section on partnerships.

Dixon arrived at 4:25 p.m.


Kositany-Buckner talked about the Library's staff technology training plan, as mandated by the Library's Strategic Plan. Kositany-Buckner stated that the Library will work with partners, like the Johnson County Library, to maximize the Library's staff training efforts with a limited budget.

C. Kemper noted that in the future, managers would be evaluated on their success in training their respective staff, and that supervisors would be trained on the software first.

J. Kemper asked that the final staff technology training plan include a component on how the Library staff could assist homeless patrons.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,



Fran Daniel, Acting Chair
Operations Committee

7-21-09

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— April 21, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, April 21, 2009, at 4:30 p.m. at the Trails West Branch Library, 11401 E 23rd 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, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Helma Hawkins, Youth Services Director
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Ritchie Momon, Trails West Branch Director
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services

OTHERS PRESENT: Maurice Smith
Allan Warne

Prior to the meeting being called to order, Momon gave several Board members a tour of the Trails West Branch, beginning at 4:15 p.m.

J. Kemper called the meeting to order at 4:45 p.m.

Motion by Dorsey to approve the minutes of the March 23, 2009 Finance & Audit Committee meeting and the March 24, 2009 regular Board meeting. Second by Dixon. 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.)

C. Kemper discussed the strategic plan. (LBM 3454) He noted that the Library anticipated having 18 of the 21 strategic objectives completed by the May 19, 2009 Strategic Planning Retreat, with three objectives (TIF Commission, the staff training program, and the physical improvements plan) to be ongoing past the May 19, 2009 retreat, due to economic or political issues. J. Kemper stated that the Board would be sent materials for the upcoming Strategic Planning Retreat, which would include values statements from other libraries.

Daniel discussed the April 16, 2009 Operations Committee meeting. She stated that Fortunato and Kositany-Buckner had given great presentations on using media to increase audiences for programming events and technology training for staff, respectively. She noted that, based on the Operation Committee's feedback, C. Kemper would receive final reports on these topics from Fortunato and Kositany- Buckner.

Caulfield thanked Daniel for serving as acting chair of the Operations Committee in her absence.

Motion by Mayta to approve the Consent Agenda items before the Board. Second by Caulfield. 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 March 2009: Payroll (03/26/09 net cash \$217,781 plus taxes \$81,119) and (04/09/09 net cash \$217,726 plus taxes \$81,248), total amount of \$597,874; General Expense Payments including Checks (#143667-143950), in the amount of \$1,066,797. (LBM 3455)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for March 2009. (LBM 3456)

C. Kemper discussed the Director's Report. (LBM 3457) He noted that Library staff would discuss the Bluford renovation at the upcoming April 23, 2009 Building Oversight Committee. He stated that although the Library was over-budget on security expenses (due to such factors as increased teen lock-ins and the presidential election), the Library is on budget overall, due to savings on benefits from the hiring freeze, as well as other areas.

C. Kemper also discussed the six "town hall" meetings to discuss the Library's collection, as mandated by the Strategic Plan. He noted that the feedback from these meetings consistently indicated that the Library should spend more money on books, and that there was no community resistance for charging fees for DVD checkouts.

Fortunato discussed upcoming Library programming.

Kositany-Buckner discussed the Library's technology resources and services, as mandated by the Library's Strategic Plan.

C. Kemper stated that the Library would bring information to the Finance & Audit Committee in May 2009 concerning the acquisition of the Central Library.

Motion by Dorsey to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Caulfield. Approved unanimously.

The Board was in closed session from 5:50 p.m. until 6:05 p.m. No action was taken.

The meeting adjourned at 6:05 p.m.

Joan Caulfield
Secretary

4/21/09
Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
April 23, 2009**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Thursday, April 23, 2009, at 3:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Claudia Oñate Greim (Chair)
Olivia Dorsey
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

David Mayta

COMMITTEE MEMBERS ABSENT:

Joan Caulfield

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lorenzo Butler, Communications Specialist
Peggy Doncevic, Project Management Specialist
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Jerry Houchins, Plant Operations Manager
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations

Oñate Greim called the meeting to order at 3:30 p.m.

C. Kemper discussed the vision and goals behind the Bluford Branch design. He noted that Bluford has heavy usage by patrons, and that based on patron usage and its current design, Bluford is the branch most in need of renovation. He stated that the Bluford Branch neighborhood faced many economic challenges, and that the Library's renovation would respond to community needs by providing educational, occupational and health resources to the community. The Library also wanted the design of and collection at the Bluford renovation to celebrate the community's heritage. All of these design plans were developed with feedback from meetings with community groups.

Kositany-Buckner noted that the Bluford Branch has the highest per capita computer usage in the Library system, and that the renovation takes into account the need for more computers. Also, the teen population at the Bluford Branch is one of the highest, and the

design for the Bluford Branch renovation takes this into account by creating a larger teen space. Although the current circulation statistics are low compared to other branches, the collection at the Bluford Branch is being changed to reflect community interests, such as a writing collection for teens and a collection on African American culture.

Dorsey asked if the Bluford Branch staff would be involved in selecting community programming for the branch. C. Kemper indicated that this would be so, and J. Kemper suggested that the Bluford Branch manager give a presentation to the Board at a future meeting about the suggested programming.

Dorsey suggested taking the opportunity of the renovation to connect with the local schools.

J. Kemper suggested that the written project concept and vision of the Bluford Branch renovation read "Among other primary goals, to explore and celebrate African American life, ideas and culture."

Dorsey left the meeting at 4:35 p.m.

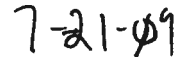
Kositany-Buckner presented the design concepts to the committee. Mayta asked if the new book drop for the Bluford Branch, which would be connected to the building, was fire proof. Kositany-Buckner stated that she was not sure, but that Houchins would research this issue. Also, the Library was looking into creating a "green space", such as a garden, at the Bluford Branch.

C. Kemper noted that there would be another meeting on the Bluford Branch Renovation after the renderings and fixtures were ready for presentation.

Meeting was adjourned at 5:00 p.m.



Claudia Oñate Greim, Chair
Building Oversight Committee



Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
April 24, 2009**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, April 24, 2009, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Rose Marie Bell
Billie Howard Barnes
Leon Dixon
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Barbara Peterson
Denise Gilmore
Christopher Leech
Councilwoman Sharon Sanders Brooks

Dorsey called the meeting to order at 3:40 p.m.

Dorsey asked the staff and guests to introduce themselves.

Peterson discussed the status of the renovation of the Black Archives of Mid-America, Inc. ("Black Archives") facility. She indicated that the shell of the facility will be ready for staff to enter sometime in July 2009.

Kositany-Buckner discussed the current plans for the interior of the Black Archives space. Once the exterior building construction is completed, the interior construction will begin. The interior architect is the same architect who is working on the exterior of the building. The Black Archives is in negotiations with the architect on the interior

construction. The Black Archives is working to identify someone to work with the architects on the content of the interior of the space.

Leech talked about the status of the Black Archives' collection. With the State Historical Society of Missouri, the Black Archives has completed its inventory of its collection. The Black Archives is working with the Museum Development Associates to conduct a box inventory of the collection in order to identify any provenance issues and to move the collection into the new space. The Black Archives collection will shift from a library record keeping system to archival record keeping system. The collection will be shifted to new storage boxes. As part of this process, the Black Archives will determine if any items need to be removed from its collection, due to organizational limitations on what can be maintained by the Black Archives: if so, these items will be removed to other institutional homes if possible. This project should be completed by Fall 2009.

C. Kemper noted that for future collections, the Black Archives will focus on archival material for the Kansas City metropolitan area. While the Black Archives may make exceptions to this focus, this focus will guide future collection acquisitions.

Howard Barnes arrived at 3:50 p.m.

C. Kemper noted that the Black Archives will have a strategic planning retreat with consultant Marilyn Snider that will help the Black Archives set strategic goals, some of which will deal with the Library's ongoing role with the Black Archives.

Peterson indicated that the Black Archives is anticipating an official opening for the space in Spring 2010. Also, she indicated that the completed space will be used not only for archival and museum purposes, but can also be used by the community for meetings and activities.

Dixon arrived at 4:10 p.m.

Peterson indicated that the Board of Directors of the Black Archives was in the process of informally searching for an executive director for the organization, but that a formal search would begin in the middle of next year.

Dorsey and Howard Barnes recommended that the Black Archives' Board of Directors visit the Blair-Caldwell Museum in Denver, Colorado, and that the Blair-Caldwell Executive Director, Terry Nelson, be invited to the Black Archives site for her input. Dorsey noted Terry Nelson's success in connecting with the Denver community, and suggested that the executive director for the Black Archives have this connection.

The meeting adjourned at 4:20 p.m.



Olivia Dorsey, Chair
Ad Hoc Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Collections) — May 11, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, May 11, 2009, at 12:00 p.m. at the at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Leon Dixon
Olivia Dorsey

MEMBERS ABSENT: Rose Marie Bell
Joan Caulfield
Fran Daniel
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Joel Jones, Plaza Branch Library Director
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Liz Lockett, Collections Aide
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services

C. Kemper began the meeting at 12:00 p.m. by introducing Kositany-Buckner, who introduced the team that oversees the collection development process at the Library. Kositany-Buckner stated that although the presentation she was about to give was an overview of the collection development process for print and online materials, a detailed collection development plan would be given to the Board at a later date.

While discussing the sources of funding for the collection, C. Kemper gave the Trustees background information on the history of the Kauffman Book Fund, and noted that money from the fund had not been spent in over 2 years. He stated that once a collection development plan was completed, the Library would consider reviving the committee tasked to spend the Kauffman Book Fund money.

Anderson stated that 30 to 40% of all purchased materials come to the Library “shelf ready”, i.e., ready to put on the shelf once they are received by the Library.

Approximately 80% of purchased materials come to the Library with some shelf-processing having already been done.

Anderson stated that a replacement policy for missing items existed, and that when an item was missing, an evaluation was made as to whether it was necessary to purchase a replacement for the item, based on availability of alternative copies, the cost to replace the missing items, importance to the collection, and other factors.

Asked if there were any items that frequently turn up missing, Kositany-Buckner stated that paperbacks, graphic novels and books by the author Zane tended to disappear with greater frequency than other items in the collection.

Discussing the collection inventory, Anderson noted that the "Adult Books" category was the largest category in the collection inventory, representing 30.1% of the budgeted expenditures for materials, with the "Online Databases" category representing 18.1% of the budgeted expenditures for materials. The "Materials Processing" expense, while a separate budget line-item, is accrued at the time an item is purchased.

Anderson asked if the Trustees had an opinion on whether invoices for database purchases should be brought separately, or as one action item, for review. J. Kemper stated that this process was at the discretion of the Library's Director, and he and other Trustees present indicated no objection to submitting the invoices for database purchases as one action item at a future Board meeting.

The meeting concluded at 1:35 p.m.

Joan Caulfield
Secretary

5/11/09
Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Strategic Retreat)— May 19, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 19, 2009, at 8:30 a.m. at the Linda Hall Library, 5109 Cherry 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
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Joel Jones, Plaza Branch Library Director
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Maurice Smith
Marilyn Snider
Gail Tsuboi

J. Kemper called the meeting to order at 8:30 a.m. and discussed the purpose of the retreat. M. Snider then led the participants through a SWOT analysis, discussing the Library's strengths, internal weaknesses/challenges, and the external factors and trends that would have an impact on the Library.

The participants reviewed the mission statement for the Library.

The participants discussed and developed five core values for the Library.

The participants identified four three-year goals that the Library needed to accomplish.

The participants identified six-month strategic objectives for each of the three-year goals.

The participants discussed the follow-up process to monitor progress on the goals and objectives. Each month, the Board will review progress made on the objectives for each goal. After a summary of the retreat and closing remarks, the meeting adjourned at 3:50 p.m.

A summary of the strategic retreat's proposed core values and revised goals follows:

CORE VALUES

not in priority order

The Kansas City Public Library values . . .

- ♦ *Literacy*
- ♦ *Lifelong learning*
- ♦ *Imagination*
- ♦ *Intellectual freedom*
- ♦ *Service excellence*

THREE-YEAR GOALS

2008-2011• not in priority order

- ▶ Be recognized as a leader in public discourse
- ▶ Enhance the use of technology to serve current and future community needs
- ▶ Create a deeper, richer collection that is aligned with current and future community needs
- ▶ Stabilize and enhance funding

Joan Caulfield
Secretary

5/19/09
Date

COMMITTEE NOTES**Finance & Audit Committee Meeting
Kansas City Public Library Board of Trustees
May 26, 2009**

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 26, 2009, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT:

David Mayta (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Henry Fortunato, Director of Public Affairs
and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Gary Anderson
Bob Fitzgerald
Brad Max

Mayta called the meeting to order at 3:35 p.m.

Siragusa discussed the upcoming audit, noting that BKD, Inc. staff would be here at the end of June to do some preliminary work and would be back on July 21, 2009 to complete the work.

J. Kemper asked that the auditors give the Trustees as much time as possible to review the audit in advance of the deadline.

Siragusa stated that she anticipated no unusual circumstances that might delay the audit process, such as changes in auditing standards, as was the case last year. She indicated that she would communicate to the auditors the need to submit the audit for Trustee review as soon as possible in advance of the deadline.

Siragusa discussed the need for a "whistle blower" policy to satisfy Sarbanes Oxley requirements. The auditors recommend that the "whistle blower" policy requirements of Sarbanes Oxley be adopted as a good accounting practice for the Library. She distributed examples of several "whistle blower" policies, and stated that she preferred the AICPA (American Institute of Certified Public Accountants) example. Under such an example, the Finance and Audit Committee could potentially be involved in the "whistle blower" reporting process.

J. Kemper asked that Library staff check the Bylaws to see if there were any restrictions on whether the Chair of the Finance and Audit Committee could compel attorneys, as employees of the Library, to take action on any reported claims. He also requested that the Library staff research if there were any applicable Missouri statutes that might mandate a "whistle blower" policy, and if any other Missouri libraries have adopted "whistle blower" policies.

Discussing the acquisition and financing of the Central Library, Brad Max explained the proposed process for financing the acquisition of the Central Library, noting that DTC, LLC currently held the title to the Central Library building. The Library currently pays the interest payments on the \$8.2 million loan, or approximately \$500,000 a year. Additionally, the Greater Kansas City Community Foundation holds a \$32 million loan to the DTC, LLC, but would forgive this loan amount in the form of a grant upon the Library's acquisition of the Central Library.

Discussing several scenarios for how the Library might pay off the \$8.2 million loan, Max recommended that the Library use a lease revenue bond to finance the purchase of the Central Library building. Lease revenue bonds would require the creation and maintenance of a building corporation. The security for these bonds would be the Library's pledge to budget lease payments for the Central Library facility each year. Similar to the current loan structure with DTC, the Library would pledge the Central Library building as collateral. Max suggested doing a formal application to Moody's Investors Service to determine the exact rating of the bonds, as well as looking at the possibility of bond insurance to enhance the bond ratings.

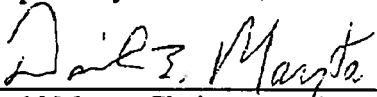
J. Kemper asked if an underwriter had been selected for the bonds. C. Kemper stated that no underwriter had been selected.

J. Kemper requested that more financial data (for both the suggested financing plan and its alternatives) be presented to the Committee prior to any recommendation being made to the full Board. Siragusa stated that the Library staff would bring more data on the acquisition financing to a Finance and Audit Committee meeting to be scheduled for a June meeting date.

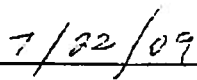
Motion by Caulfield to adjourn. Second by J. Kemper. Approved unanimously.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— May 26, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 26, 2009, 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
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Jenkins, Business Librarian
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Eric Peterson, Business Librarian
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Maurice Smith

J. Kemper called the meeting to order at 4:40 p.m.

Motion by Mayta to approve the minutes of the April 16, 2009 Operations Committee meeting, the April 21, 2009 regular Board meeting, the April 23, 2009 Building Oversight Committee, the April 24, 2009 Ad Hoc Committee on the Black Archives of Mid-America, Inc., the May 11, 2009 special Board meeting (Collections), and the May 19, 2009 special Board meeting (Strategic Planning Retreat). Second by Dorsey. 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.)

C. Kemper discussed the revised strategic plan developed at the May 19, 2009 strategic planning retreat. (LBM 3460) He noted that as part of the strategic planning process, the Board was encouraged to formally adopt the revised strategic plan.

Motion by Bell to approve the recommendation of the Chief Executive to adopt the strategic plan that was updated and revised by the Board of Trustees and staff at the May 19, 2009 strategic planning retreat. Second by Howard Barnes. Approved unanimously.

Oñate Greim, Dorsey and Mayta gave committee reports for the April 23, 2009 Building Oversight Committee meeting, the April 24 2009 Ad Hoc Committee on the Black Archives of Mid-America, Inc., and the May 26, 2009 Finance and Audit Committee, respectively. Oñate Greim confirmed that there would be another Building Oversight Committee meeting sometime in June 2009 to discuss the Bluford renovation, and Mayta stated that the Finance and Audit Committee would consider a “whistle blower” policy for the Library at a future meeting.

Motion by Mayta to approve the Consent Agenda items before the Board. Second by Dorsey. 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 April 2009: Payroll (04/23/09 net cash \$213,537 plus taxes \$80,426) and (05/07/09 net cash \$218,239 plus taxes \$81,977), total amount of \$594,179; General Expense Payments including Checks (#143951-144292), in the amount of \$755,057. (LBM 3461)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for April 2009. (LBM 3462)

Discussing the proposed third party public outreach policy (LBM 3463), J. Kemper requested that the last sentence of the proposed policy be amended to read “The Chief Executive shall develop procedures governing the time, place, and manner of such activity, remembering that quiet enjoyment of the Library is the right of all patrons.” C. Kemper had no objection to the suggested amendment.

Motion by Daniel to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 615 relating to “Third Party Public Outreach”, as amended, on the Policy Calendar in accordance with Library Board Policy 002. Second by Howard Barnes. Approved unanimously.

C. Kemper discussed the Director’s Report. (LBM 3464) He noted that the Library was continuing to pursue more input and influence on the TIF process. He updated the Board on the plans for the H&R Block Business and Information Center. Kositany-Buckner noted that the Library would have summer reading program activities within the school sites, and that every child should have a Library card. Fortunato discussed the success of the recent Big Read program, as well as other programming activities in April.

C. Kemper stated that the Library would likely have its first meeting of the Community Technology Advisory Council sometime in September 2009.

Motion by Dorsey to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Caulfield. Approved unanimously.

The Board was in closed session from 5:45 p.m. until 6:15 p.m. J. Kemper reported that the Board took the action of increasing C. Kemper's salary by 2.5%, or \$4,450.

The meeting adjourned at 6:15 p.m.

Joan Caulfield
Secretary

5/26/09
Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees June 15, 2009

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, June 15, 2009, at 4:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

David Mayta (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Debbie Siragusa, Chief Financial Officer

Mayta called the meeting to order at 4:05 p.m.

At Siragusa's request, the Committee considered LBM 3466 first in order. Discussing LBM 3466, Siragusa noted that three sections of the budget needed to be revised: the General Fund to account for the additional E-Rate funding, the Parking Garage Fund to account for additional anticipated revenue and expense, and the two Enterprise Funds (Kansas City Library Consortium & Special Events) to account for the close out of the two funds. When the Library's budget was adopted, it was uncertain whether the Library would get the additional \$556,000 of expected E-Rate funds; because the Library did receive this amount, the general fund needed to be changed to show both the additional revenue and expense. The \$556,000 was spent replacing the Library's network and computer equipment. The Parking Garage had higher revenues and expenses than expected, and the authorized expenditures needed to be changed from \$295,000 to \$348,000. The Library anticipates an \$80,000 net profit. Two funds, the Kansas City Library Consortium and Special Events were carried as enterprise funds. These funds dissolved July 1, 2008, and the fund balances from these funds need to be transferred to the General Fund.

Motion by Caulfield to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee the adoption of a revised 2008-2009 Library Operating Budget-General Fund of \$19,530,339, a revised Library Parking Garage (Enterprise Fund)

budget of \$348,000, and approve changes in fund transfers as noted on the attached schedules. Second by J. Kemper. Approved unanimously. (LBM 3466)

Discussing the preliminary budget for 2009-2010, C. Kemper stated that he did not think the Library would need to have any layoffs, and that a one-time, 2% increase in salary was included in the budget plan. C. Kemper stated that the budget was preliminary and would be contingent on the final property tax assessed valuations that would be received by the Library in August 2009.

Motion by Caulfield to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee the adoption of a preliminary 2009-2010 Library Operating Budget (General Fund) of \$18,389,165, Gifts/Grants Fund Budget of \$706,675, Capital Development Fund Budget of \$10,900,000, and Library Parking Garage (Enterprise Fund) budget of \$376,673, and approve changes in fund transfers as noted on the attached schedules. Second by J. Kemper. Approved unanimously. (LBM 3465)

Discussing the formation of a Missouri non profit corporation to facilitate the financing of capital improvements on behalf of the Kansas City Public Library, C. Kemper explained that this non profit corporation was necessary to issue the bonds.

Motion by Caulfield to refer to the Board the recommendation of the Finance and Audit Committee and Chief Executive to adopt the attached resolution approving the formation of a Missouri non profit corporation to facilitate the financing of capital improvements on behalf of the Kansas City Public Library. Second by J. Kemper. Approved unanimously. (LBM 3467)

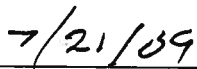
Motion by Caulfield to adjourn. Second by J. Kemper. Approved unanimously.

The meeting adjourned at 4:35 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— June 16, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, June 16, 2009, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

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

MEMBERS ABSENT: Joan Caulfield
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Kathleen Hinton, Senior Financial Accountant
Sandy Hull, System Administrator
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Thomas Orrick, System Administrator
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Reader Services
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Maurice Smith

J. Kemper called the meeting to order at 4:35 p.m.

Motion by Mayta to approve the minutes of the May 26, 2009 Finance and Audit Committee meeting and the May 26, 2009 regular Board meeting. Second by Howard Barnes. 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.)

C. Kemper discussed the strategic plan developed at the May 19, 2009 strategic planning retreat, noting which objectives had been completed or revised. (LBM 3468)

Motion by Dorsey to approve the Consent Agenda items before the Board. Second by Daniel. 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 May 2009: Payroll (05/21/09 net cash \$212,374 plus taxes \$80,319) and (06/04/09 net cash \$218,325 plus taxes \$82,376), total amount of \$593,394; General Expense Payments including Checks (#144293-144597), in the amount of \$896,408. (LBM 3469)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for May 2009. (LBM 3470)

Move approval of the recommendation of the Chief Executive to renew a contract with Unique Management Services, Inc. for assistance with materials recovery at a price not to exceed \$8.95 per account submitted (contract effective July 1, 2009 to June 30, 2010). (LBM 3471)

Move approval of the recommendation of the Library Director to authorize the Director to renew our subscription to Thomson Gale's *Literature Resource Center* at a cost of \$16,500.00. (LBM 3472)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to renew an annual subscription for downloadable electronic and audio books with *NetLibrary*, a division of OCLC at a cost of \$18,000.00 (contract to be effective July 1, 2009 to June 30, 2010). (LBM 3473)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to execute a contract with Thomson Gale to renew licensing for library access to online literature databases at a price not to exceed \$24,954.33 (contract to be effective July 1, 2009 to June 30, 2010). (LBM 3474)

Move approval of the recommendation of the Chief Executive to authorize payment for the renewal of licensing for the fund accounting software (Financial Edge) and fundraising software (Raiser's Edge) with Blackbaud, at a price not to exceed \$15,750 (contract to be effective July 1st, 2009 through June 30th, 2010). (LBM 3475)

Move approval of the recommendation of the Chief Executive to renew the contract with Thermal Components for the maintenance of the security systems for the Truman Forum, Plaza Branch and Central Library at a cost not to exceed \$12,298.00 (contract effective July 1, 2009 through June 30, 2010). (LBM 3476)

Move approval of the recommendation of the Chief Executive to renew the service agreement for elevators with KONE, Inc. at a cost not to exceed \$31,285.00 (contract effective July 1, 2009 through June 30, 2010). (LBM 3477)

Dorsey asked whether the Library is cooperating with other area libraries in sharing database expenses, and Kositany-Buckner stated that it will be at least a year before the area libraries share databases.

J. Kemper asked that a memo detailing the Library's collection development process be distributed to the Board at a future meeting.

Motion by Daniel to approve the recommendation of the Chief Executive to adopt the proposed new Library Board Policy 615 relating to "Third Party Public Outreach". Second by Bell. Approved unanimously. (LBM 3478)

Motion by Mayta to approve the recommendation of the Chief Executive to authorize the purchase of 12 self checkout units form Envisionware at a one-time cost not to exceed \$180,000.00. Second by Dorsey. Approved unanimously. (LBM 3479)

A member of the public, Maurice Smith, asked several questions about the capabilities of the Dell EqualLogic SAN. After hearing the responses of the staff to these questions, he stated that, in his opinion, the Library was making a good purchase.

Motion by Dorsey to approve the recommendation of the Chief Executive to authorize the purchase of one Dell EqualLogic SAN at a cost of \$45,000.00 by Eagle Software, Inc. Second by Daniel. Approved unanimously. (LBM 3480)

Motion by Mayta to approve the recommendation of the Chief Executive to authorize the purchase of replacement laptops from Dell under the Missouri State contract at a one-time cost not to exceed \$22,650.00. Second by Dorsey. Approved unanimously. (LBM 3481)

Motion by Bell to approve the recommendation of the Chief Executive to authorize membership payment for the Kansas City Public Library KCMLIN membership (including courier services) for 2009-2010 at a cost not to exceed \$47,120.00. Second by Barnes. Approved unanimously. (LBM 3482)

C. Kemper and Siragusa discussed the need to revise the 2008-2009 Library Operating budget; specifically, changes needed to be made to the E-Rate and parking garage line items, and two Enterprise Funds (Kansas City Library Consortium and Special Events) needed to be closed.

Motion by Mayta to approve the recommendation of the Finance and Audit Committee and Chief Executive to adopt a revised 2008-2009 Library Operating Budget-General Fund of \$19,530,339, a revised Library Parking Garage (Enterprise Fund) budget of \$350,000, and approve changes in fund transfers as noted on the attached schedules. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3483)

Discussing the preliminary 2009-2010 budget, C. Kemper noted that the Library's Full Time Employee (FTE) number declined by 16 due to attrition, and that going forward the Library would not be able to sustain employee attrition numbers much larger than that number. He also noted that the preliminary 2009-2010 budget allowed for a one-time, 2% increase in salaries, which would not be part of the base salary used in future years to

calculate pay increase and which would be contingent on the final property tax assessed valuations that would be received by the Library in August 2009.

Motion by Mayta to approve the recommendation of the Finance and Audit Committee and Chief Executive to adopt a preliminary 2009-2010 Library Operating Budget (General Fund) of \$18,389,165, Gifts/Grants Fund Budget of \$706,675, Capital Development Fund Budget of \$10,900,000, and Library Parking Garage (Enterprise Fund) budget of \$376,673, and approve changes in fund transfers as noted on the attached schedules. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3484)

Motion by Mayta to approve the recommendation of the Finance and Audit Committee and Chief Executive to approve and adopt the attached resolution approving the formation of a Missouri Nonprofit Corporation to facilitate the financing of capital improvements on behalf of the Kansas City Public Library; appointing the initial Board of Directors of said corporation; approving and authorizing the execution of all documents necessary for the formation of said corporation; requiring approval by the Library District of all documents related to the issuance of revenue bonds by said corporation; and approving a project to be financed with the proceeds of bonds to be issued by said corporation. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3485)

J. Kemper asked the Board if there were any objection to Commerce Bank competing in the bid process as an underwriter for the Library bonds. C. Kemper stated that it would be beneficial for the Library to have as many bidders as possible. No objection was expressed.

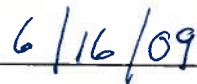
Motion by Dorsey to approve the recommendation of the Chief Executive to adopt the proposed Memorandum of Agreement between the Kansas City Urban Public Library District and the Kansas City Public Library Foundation. Second by Dixon. Approved unanimously. (LBM 3486)

C. Kemper discussed the Director's Report. (LBM 3487) He discussed the ribbon cutting of the H&R Block Business and Career Center, noting that H&R Block Business and Career Center was already helping patrons with resume creation and job searches. He also noted that, due to the Library's leadership, the City Council and the TIF Commission voted to return funds to the taxing jurisdictions from 43rd and Main TIF project.

Motion by Dorsey to adjourn. Second by Mayta. Approved unanimously.

The meeting adjourned at 6:00 p.m.


Secretary


Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
June 18, 2009**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Thursday, June 18, 2009, at 4:00 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Claudia Oñate Greim (Chair)
Olivia Dorsey
Jonathan Kemper (ex officio)

COMMITTEE MEMBERS ABSENT:

Joan Caulfield

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Reed Beebe, Administrative Officer
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Jerry Houchins, Plant Operations Manager
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Mary Thompson, Bluford Children's Librarian

OTHERS PRESENT:

Marsha Hoffman
Kwame Smith

Oñate Greim called the meeting to order at 4:05 p.m.

C. Kemper discussed the timeline for the Bluford renovation, noting that the current timeline would close the the Bluford branch on August 14, 2009, with construction completed in December 2009 and Bluford reopening to the public in January 2010.

Discussing fundraising, he stated that the Library's goal was to raise \$650,000, and that the Library had raised approximately \$640,000. The Library has committed \$450,000

from its reserves. The current total cost for the renovation is estimated to be \$1.4 million, but this cost includes construction elements that can be subtracted if the additional fundraising needs are not met.

C. Kemper stated that, due to the short renovation period, the Library would not invest in a satellite site to serve customers while the branch was closed for renovation. Kositany-Buckner stated that a "book bus" would be available on the site to provide books to patrons during the renovation.

Kositany-Buckner noted the floor plan and design for the branch. She noted that there would be input from a community advisory group to create graphic representations that celebrate the Bluford community.

J. Kemper and Dorsey asked that the Board of Trustees be able to see these graphic representations prior to completion, as they would be permanent parts of the space. J. Kemper also requested that a timeline be created for distribution to the Board of Trustees, which would note the involvement and actions needed from the Board of Trustees.

Kositany-Buckner stated that there would be no central circulation desk. Rather, there would be service points throughout the branch, and self-checkout machines. Dorsey asked if the self-checkout process would be implemented in other branches before Bluford, and Kositany-Buckner stated that the self-checkout process would be tried in other branches prior to the the Bluford opening.

Kositany-Buckner stated that the bids for the branch renovation would open on July 17, 2009, and that the Board of Trustees would be asked to approve the general contractor at the July 2009 Board of Trustees meeting.

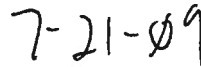
Dorsey asked about the noise volume that might come from the branch meeting room. Kositany-Buckner noted that sound reducing materials would be used in the construction of the meeting room to reduce the noise volume.

Clark stated that the Bluford community was proud of the branch renovation and looked forward to its completion. He noted that when the Bluford branch was originally designed, it did not take into consideration the current trends in technology and the growth of the teenage demographics in the branch.

Meeting was adjourned at 5:30 p.m.



Claudia Oñate Greim, Chair
Building Oversight Committee



Date