

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting – April 15, 2014

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, April 15, 2014 at 4:30 p.m. at the Westport Branch Library, 118 Westport Road, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Claudia Oñate Greim
Leon Dixon
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Rose Marie Bell

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Purchasing Manager
Michael Bollinger, Director of Information Technology
Teresa Bolton, Customer Service Manager
Crystal Faris, Director of Teen Services
Naphtali Faris, Early Literacy Manager
Henry Fortunato, Director of Public Affairs and Library
Communication
Megan Garrett, Westport Branch Manager
Kathleen Hinton, Finance Manager
Jerry Houchins, Operations Manager
Joel Jones, Deputy Director of Branch & Library Services
Cheptoo Kositany-Buckner, Deputy Director
David LaCrone, Digital Branch Manager
Eli Paul, Special Collections Manager
Bob Pedersen, Senior Human Resources
Heather Pedersen, Administrative Officer
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Director of Readers' Services
Steve Woolfolk, Assistant Director of Public Affairs

OTHERS PRESENT: Tom Platt

J. Kemper called the meeting to order at 4:34 p.m.

Motion by Dixon to approve the minutes of the March 18, 2014 Finance and Audit Committee meeting; the March 18, 2014 regular Board meeting; and the March 25, 2014 Executive Committee meeting. Second by 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.)

Dorsey arrived at 4:36 p.m.

J. Kemper reported on the March 25th, 2014 Executive Committee meeting. He stated that the Committee discussed the Chief Executive evaluation and that a motion would be requested at the end of the Board meeting to go into closed session during which time the Committee would discuss the evaluation with the full Board.

Discussing the financial reports C. Kemper stated that the Library would likely come in slightly under on the revenue side due to lower than anticipated tax revenue. Decreased expenditures in salaries and benefits and operating expenses are expected to balance out the revenue, resulting in a break even budget by the end of the fiscal year. Siragusa added that the Library will propose spending the capital budget.

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

Move approval of the recommendation the Chief Executive to authorize the following expenditures for March 2014: Payroll (03/20/14 net cash \$230,919 plus taxes \$98,702) and (04/03/14 net cash \$215,414 plus taxes \$86,760), total amount of \$631,795; General Expense Payments including Checks (#160971-161241), in the amount of \$773,853. (LBM 3916)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for March 2014. (LBM 3917)

Move approval of the recommendation of the Chief Executive to authorize the contract with and/or make payment to the attached list of vendors in amounts not to exceed those detailed in the attached list of vendors. (LBM 3918)

The Board agreed that the three memos related to purchases for Trails West, Waldo, and North-East branches could be considered and voted on together. (LBM 3919, 3920, and 3921)

Motion by Dorsey to approve the following items from the Action Agenda: LBM 3919, LBM 3920 and LBM 3921. Second by Mayta. Approved unanimously.

Move approval of the recommendation of the Chief Executive to contract with Jan Enterprises, Inc. (d/b/a Commercial Concepts & Furnishings) for the purchase and installation of service desks at the Library's Trails West Branch and Waldo Branch locations for an amount not to exceed \$43,044. (LBM 3919)

Move approval of the recommendation of the Chief Executive to contract with Southwest Solutions Group for the purchase and installation of bookshelves at the Library's Trails West Branch and Waldo Branch locations for an amount not to exceed \$11,600. (LBM 3920)

Move approval of the recommendation of the Chief Executive to contract with Conference Technologies, Inc. for the purchase and installation of audio-visual equipment for the North-East meeting rooms at an amount not to exceed \$23,819.96. (LBM 3921)

Motion by Oñate Greim to approve the recommendation of the Chief Executive to contract with Comprise Technologies, Inc. for the purchase, installation, and maintenance of Point of Sale equipment and software for use at all Library locations for an amount not to exceed \$46,837. Second by Mayta. Approved unanimously. (LBM 2922)

Discussing the proposed bond redemption C. Kemper reported that the funds for redemption would come from the Library's reserve fund. Redemption of these bonds saves the Library approximately \$60,000 in interest payments. Siragusa added that the Library Building Corporation would meet to determine which specific bonds to redeem.

Motion by Dorsey to approve the recommendation of the Chief Executive to approve the attached resolution authorizing the redemption of \$2,000,000 of Taxable Leasehold Revenue Bonds, Series 2009B, dated August 1, 2009, issued by the Kansas City Library Building Corporation; and approving and authorizing the execution and delivery of all documents necessary for the redemption as outlined in the resolution. Second by Oñate Greim. Approved unanimously. (LBM 2923)

C. Kemper discussed the contracts for 2014 – 2015 E-Rate Eligible services and equipment with the Board. (LBM 2924)

Garrett gave a presentation to the Board on the Westport Branch Library. Highlights included the following:

- Books make up most of Westport's circulation and approximately 1/3 of Westport's collection circulates at other branches.
- The 25-34 age group is the largest group in the service area but generally the ages and income ranges for the area are diverse.
- Staff is working on developing targeted programming to draw in groups that do not currently frequent the branch.
- Both the Westport Branch and the neighborhood as a whole have a large homeless population.
- The Westport Branch has strong partnerships and relationships with a number of organizations in the community, including Westport Historical Society and Literacy KC, and the meeting room is in high demand by the community.
- Recent changes to the branch include a prominent display of new books at the entrance of the library, fresh interior paint, and a new teen book club.
- The branch wish list includes new signage; an AV cabinet for the meeting room; a designated space for teens, potentially the mezzanine; and security cameras in the parking lot.

C. Kemper discussed the Director's Report with the Board. (LBM 3925) He reported that the Library is working with Literacy KC, Connecting for Good, and the Downtown Council to develop plans to provide services to the Community Release Center that would be more extensive than what the Library has been doing thus far. The plan is to add adult literacy services through Literacy KC, computer assistance through Connecting for Good,

and additional services from the Library such as job search, financial counseling, and GED programs.

C. Kemper reported that the search for a new Director of Development is progressing with several good candidates identified. He also noted that the Library has hired Alex Krause as Project Director of Building a Community of Readers and Meredith Roberson as the new Waldo Branch Manager. Both new staff members will be introduced to the Board at a future meeting.

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

The Board was in closed session from 5:26 p.m. until 6:11 p.m. No action was taken.

The meeting adjourned at 6:11 p.m.

 aud
Secretary

 7/15/2014
Date