



OLATHE PUBLIC LIBRARY BOARD
REGULAR MONTHLY MEETING
October 16, 2013

The regular October meeting of the Olathe Public Library Board was called to order at 4:06 p.m. by Board Vice-President Dana Lambert. Members present were Darryl Ashley, Cathie Bennie, Tom Hutcheson, Colette McGee (President of Friends of the Library), and Library Director Emily Baker. Absent were Jack Hansen, Cliff Tatham (Chairperson of the Olathe Public Library Foundation), and Mayor Michael Copeland. Also attending was City Manager, Michael Wilkes and library employees Leslie Ellsworth, Steve Nielsen and Janet Monsees.

There were no public comments.

1. READING OF MINUTES OF LAST MEETING

The minutes of the library board meeting of September 18th were reviewed. Under 10. NEW BUSINESS the motion should read “*Dana Lambert moved to accept the policy for library material loan periods.*” Tom Hutcheson moved to approve the minutes of the library board meeting of September 18th as amended. Seconded by Cathie Bennie and motion passed.

2. ADDITIONS OR DELETIONS TO THE AGENDA

Add 9C. Rescinding Outdated Administrative Regulations

3. REPORT OF THE TREASURER

Darryl Ashley gave the treasurer’s report. Cathie Bennie moved to approve the treasurer’s report. Seconded by Tom Hutcheson and motion passed.

4. CONSENT AGENDA

The September expenditures were reviewed. Tom Hutcheson moved to approve the July expenditures. Seconded by Darryl Ashley and motion passed.

5. REPORT OF LIBRARY DIRECTOR

The monthly report was given by Library Director Emily Baker. The main in-house circulation was up 5.1 % and up 2.5 % for Indian Creek Branch. The circulation of OPL items only was up 4.1% for main and down 0.5 % for Indian Creek Branch. The main gate count increased 1.0 % and the Indian Creek Branch gate count decreased 2.4 %. The number of combined volunteer hours increased 6.2 % and the number of combined volunteers increased 12.2 %. The computer user sessions at main were down 7.1 % and down 9.3 % at the Indian Creek Branch. Website visits increased 1.1 %.

Ms. Baker reported that she met with Linda Voss and Jeff Beal regarding the book

drop construction project at the main library. Jim Beal will be handling the construction of a new inlet off of Chestnut Street for dropping off books. O'Donnell and Sons will be the contractor. Ms. Baker announced that work could begin as soon as Friday.

Supervisors have been busy providing Joan Frye Williams with a lengthy list of library services offered, judging if the service is increasing, decreasing or remaining steady and looking at services and/or populations that we are not currently serving.

Ms. Baker attended a meeting with SFS, and shared several conceptual drawings of possible library space in the Community Center that would include space to pick up, drop off and request materials. Ms. Baker reported that Sandra Kelly from the Deaf Cultural Center has been working with the Lenexa Sertoma Club to raise money to help the library loop the meeting room at the branch.

Ms. Baker attended the Leadership Olathe Alumni Association Steering Committee on October 7th. A number of staff attended KLA in Topeka and Ms. Baker was able to stop at the Topeka Shawnee County Public Library to look at their locker box system. Ms. Baker, Janet Monsees and Leslie Ellsworth attended the Library Transition Team Meeting on October 14th. Ms. Baker attended the Olathe Schools Foundation Annual Breakfast on October 15th and Ms. Baker and Janet Monsees met with JCL's Financial Director, Jeff Walker on October 15th. The library held the annual United Way Cookout on October 17th and held the United Way Staff meeting on October 22nd and Elizabeth Hall from KidsTLC was the speaker.

6. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library report was given by Colette McGee. Ms. McGee announced they made around \$1,500.00 on the book sale and \$36.00 on book bags. The Friends of the Library voted to do a second scholarship next year.

7. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT

The Olathe Public Library Foundation Board report was given by Emily Baker. The Foundation grossed over \$17,000. Ms. Baker announced that plans the Foundation is looking at having the dinner the last Saturday in September or the first Saturday in October next year at the Hilton Garden Inn. Cathie Bennie moved to approve Gregg Herbert as a new member of the Foundation Advisory Board. Seconded by Tom Hutcheson motion passed.

8. UNFINISHED BUSINESS

Ms. Baker announced that the staff was emailed on October 1st regarding the transition to a city department and staff were informed they could ask more questions at the October 21st Staff Meeting.

Michael Wilkes provided the Library Board of Directors with a letter describing the City Council's direction to city staff pertaining to the library. The city would like the board to work through and develop a list of what the board would like the responsibilities of the advisory board to be.

Steve Nielsen reported that he spoke with Dan Alexander at NEKLS regarding some things that we discovered regarding the State CIPA law. Ms. Baker reported that she is still looking into how to apply for the four year exemption for conceal carry.

Steve Nielsen presented bids for equipment for VOIP from Windstream, ATT and CDWG. CDWG has a better pricing for the hardware at \$25,525.00. The City of Olathe has ordered the licensing and would like to have this completed before the end of the year. Tom Hutcheson moved to approve up to \$33,000.00 for hardware and installation to complete the VOIP project at both library locations. Seconded by Darryl Ashley and motion passed.

9. NEW BUSINESS

The Olathe Chamber of Commerce Annual Meeting is scheduled for January 31, 2014. Darryl Ashley moved to spend \$900.00 to sponsor a table at the Olathe Chamber of Commerce Annual Meeting. Seconded by Cathie Bennie and motion passed.

Board members Tom Hutcheson and Darryl Ashley presented a list of items for city consideration regarding the transition of the library to a department of the city. The board concurred with the report as presented.

Leslie Ellsworth presented six policies from the Administrative Policy Manual that were no longer relevant to library operations: 10-002-00, 20-000-08, 30-000-04, 30-000-06, 60-002-00, 60-005-00. Darryl Ashley moved to rescind the outdated regulations from the Administrative Regulations Manual. Seconded by Cathie Bennie and motion passed.

10. ADJOURNMENT

Board Vice-President Dana Lambert adjourned the meeting at 6:10 p.m.

Tom Hutcheson, Secretary