



OLATHE PUBLIC LIBRARY BOARD  
REGULAR MONTHLY MEETING  
July 15, 2015

The regular July meeting of the Olathe Public Library Board was called to order at 4:00 p.m. by President Tom Glinstra. Members present were John Andrade, Brad Cornell, Ann Horner, Matt Shatto, Colette McGee (President of Friends of the Library), Cliff Tatham (Chairperson of the Olathe Public Library Foundation) and Library Director Emily Baker. Absent was Dean Vakas. Also attending were Rrachelle Breckenridge, Assistant City Attorney; Jeff Beal, Olathe Public Works; Ben Hart, Allen, Gibbs & Houlik, L.C.; John Ernst, Olathe citizen and library employees Julie Clark, Leslie Ellsworth and Bob Miller.

There were no public comments.

1. 2014 AUDITOR'S REPORT

Ben Hart with the accounting firm of Allen, Gibbs & Houlik, L.C. presented the 2014 Auditor's Report. Mr. Hart reviewed the Required Communications from the accounting firm and reported the library received the highest audit rating of "unqualified opinion". Brad Cornell moved to approve the 2014 Auditor's Report. Seconded by Ann Horner and motion passed.

2. READING OF MINUTES OF LAST MEETING

The minutes of the library board meeting of June 17<sup>th</sup> were reviewed. Matt Shatto moved to approve the minutes of the library board meeting of June 17<sup>th</sup> Seconded by John Andrade and motion passed.

3. ADDITIONS OR DELETIONS TO THE AGENDA

Remove 10A Innovation Pavilion and replace with 10A Customer Appeal.

4. REPORT OF THE TREASURER

Ann Horner gave the treasurer's report. Brad Cornell moved to approve the treasurer's report. Seconded by Matt Shatto and motion passed.

5. CONSENT AGENDA

The June expenditures were reviewed. Matt Shatto moved to approve the June expenditures. Seconded by Ann Horner and motion passed.

6. REPORT OF LIBRARY DIRECTOR

The monthly report was given by Library Director Emily Baker. The statistics for May 2015 show the in-house circulation increased 1.1 % at the downtown location and 3.2 % at the Indian Creek location. The circulation of OPL items increased 2.7 % for the downtown

library and increased 2.6 % for the Indian Creek Library. The downtown gate count decreased 7.9 % and the Indian Creek gate count decreased 1.9 %. Interlibrary loan borrowing increased 0.2 % and lending decreased 5.8 %. The number of combined volunteer hours increased 3.5 % and the number of combined volunteers increased 3.9 %. The computer user sessions at downtown were down 18 % and down 7.8 % at Indian Creek. The decrease in computer user sessions could be attributed to library customers bringing in their own devices. Website visits were down 2.0 %.

Ms. Baker continues to attend agenda review, executive team meetings, budget meetings and CIO interviews at the city on June 22<sup>nd</sup>, June 24<sup>th</sup>, June 30<sup>th</sup>, July 1<sup>st</sup>, July 14<sup>th</sup>, and July 15<sup>th</sup>. Ms. Baker attended a city budget workshop on July 14<sup>th</sup> and will attend again on July 28<sup>th</sup>. Ms. Baker provided a preview to board members of her city presentation she will be presenting to city council on July 21<sup>st</sup>.

Ms. Baker reported that all the library directors involved in the Regional Union Catalog agreed to commit funding for phase one of the project at a meeting on July 7<sup>th</sup>. Phase one of the project allows Bibliocommons to connect the four libraries catalogs together so that customers can view all materials and place holds that can be picked up at the owning location. This phase does not include courier service.

Ms. Baker announced that the Board of County Commissioners will include \$5 million for the JCL Master Plan in the 2016 proposed budget. Olathe Public Library was recently awarded a \$10,000 competitive “Latino Americans: 500 Years of History” grant from the National Endowment for the Humanities and the American Library Association. The library and partners will use the funds to hold public programming about Latino history and culture during Hispanic Heritage Month. The library continues to partner with Harvesters to provide lunches to children under eighteen during the work week. The program serves between twenty to forty children each day.

## 7. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library report was given by Colette McGee. Ms. McGee reported the proceeds from the last book sale at \$2,025.25. The Friends of the Library will participate in the Olathe Back to School outreach event, sponsored by the Olathe Public Schools Foundation, for homeless children on August 1<sup>st</sup>, by handing out free books to students who attend.

## 8. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT

The Olathe Public Library Foundation Board Report was given by Cliff Tatham. Mr. Tatham announced that sponsor letters have been sent out and approximately \$6,000 in sponsorships have been received. Mr. Tatham reported the Foundation Board is revising the by-laws to eliminate the need for the library board. The Foundation is also considering setting up a separate bank account for foundation funds. The Foundation Board has asked that Julie Clark, Financial Administrator, serve as the foundation treasurer. The next meeting is scheduled for August 5<sup>th</sup>.

## 9. UNFINISHED BUSINESS

Future Facility Planning/OPL Master Plan  
Sustainable Service Planning for OPL

Ms. Baker reported that staff are continuing to work on implementation of the Sustainable Services Plan.

Indian Creek Paving Project

Jeff Beal, City of Olathe, provided a cost comparison for repairing the Indian Creek parking lot versus replacing the parking lot. Mr. Beal reported the parking lot is in poor shape

and patching and repairs will end up causing more problems in the long term. Mr. Beal suggested the patching and overlay will help for several years, but the cracks and settling will continue to reappear. Matt Shatto moved to recommend a temporary patch to the Indian Creek Library parking lot. Seconded by John Andrade and motion passed.

Library Board Meetings – By-Laws and Rules of Order

John Andrade moved to table the Library Board Meetings – By-Laws and Rules of Order until the August 2015 meeting. Seconded by Brad Cornell and motion passed.

Library Board Retreat and Joint Multi-Board Meeting

Tom Glinstra mentioned holding a mini retreat for library board members to discuss the changes in moving from a governing body to an advisory board. The board will schedule a date for this at the August meeting. Tom Glinstra suggested a meeting for the Library Advisory Board members, Foundation Board members and Friends of the Library Board members. Emily Baker will make arrangements for a breakfast event to allow members to get to know one another.

## 10. NEW BUSINESS

Customer Appeal

Tom Glinstra discussed a customer appeal that was received. The library customer had been banned from the library. The policy requires the library board to listen to the appeal within twenty-one days. The meeting would require a quorum. The board will then need to make a decision within fourteen days of the meeting. The meeting has been scheduled for August 12<sup>th</sup> at 4 p.m.

Administrative Policy Revisions

Leslie Ellsworth reviewed policy changes for Administrative Policy 30-000-00 – Schedule for Library Material Loan Periods, 30-000-01 – Overdue, Lost or Damaged Library Materials Policy, 30-000-03 – Fine-Exempt Status and 30-017-00 – Public Use of Adaptive Equipment. Matt Shatto moved to approve the policy changes pertaining to Administrative Policy 30-000-00 – Schedule for Library Material Loan Periods and Administrative Policy 30-017-00 – Public Use of Adaptive Equipment. He also moved to amend the policy pertaining to Administrative Policy 30-000-03 by removing any type of exemptions from fees and fines. The motion was seconded by Brad Cornell and motion passed. The policy changes pertaining to Administrative Policy 30-000-01 – Overdue, Lost or Damaged Library Materials Policy, were not approved but shall be brought back to reflect the correct late fee at the August meeting.

## 11. ADJOURNMENT

Tom Glinstra adjourned the meeting at 5:44 p.m.

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Brad Cornell, Secretary