



OLATHE PUBLIC LIBRARY ADVISORY BOARD
REGULAR MONTHLY MEETING
November 17, 2015

The regular November meeting of the Olathe Public Library Advisory Board was called to order at 4:02 p.m. by Chairman Tom Glinstra. Members present were John Andrade, John Ernst, Ann Horner, Dean Vakas, Colette McGee (President of Friends of the Library), and Library Director Emily Baker. Absent was Brad Cornell, Matt Shatto and Cliff Tatham (Chairperson of the Olathe Public Library Foundation). Also attending were library employees Julie Clark, Leslie Ellsworth and Bob Miller.

There were no public comments.

1. READING OF MINUTES OF LAST MEETING

The minutes of the library board meeting of August 19th were reviewed. John Ernst moved to table the minutes of the August 19th meeting. Seconded by Dean Vakas and motion passed. The minutes of the library board meeting of September 16th were reviewed. John Ernst moved to approve the minutes of the library board meeting of September 16th. Seconded by Dean Vakas and motion passed. The library board meeting scheduled for October 21st was cancelled. John Ernst moved to approve the minutes indicating that the library board meeting on October 21st was cancelled. Seconded by Dean Vakas and motion passed.

2. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

3. REPORT OF THE TREASURER

Ann Horner gave the treasurer's report. The fourth quarter tax payment was received from the City of Olathe. John Andrade moved to approve the treasurer's report. Seconded by Dean Vakas and motion passed.

4. CONSENT AGENDA

The September and October expenditures were reviewed. Ann Horner moved to approve the September and October expenditures. Seconded by John Andrade and motion passed.

5. REPORT OF LIBRARY DIRECTOR

The monthly report was given by Library Director Emily Baker. The statistics for September 2015 show the in-house circulation decreased 3.2% at the downtown location and decreased 1.8% at the Indian Creek location. The circulation of OPL items decreased 0.1% for the downtown library and decreased 0.8% for the Indian Creek Library; however, total circ is up 5.3% from last September. The downtown gate count increased 4.1% and the Indian Creek gate

count decreased 4.1%. Interlibrary loan borrowing decreased 4.8% and lending increased 7.0%. The number of combined volunteer hours increased 9.3% and the number of combined volunteers increased 14.2%. The computer user sessions at downtown were down 5.3% and down 8.5% at Indian Creek. The decrease in computer user sessions could be attributed to library customers bringing in their own devices. Website visits were down 4.9%.

Ms. Baker continues to attend agenda review, executive team, and city council meetings on September 30, October 7, October 14, October 28, November 2, November 4, and November 10.

The Olathe Public Library Foundation dinner was held on September 26th and raised approximately \$12,000. Numerous staff members were able to attend various sessions at the joint Kansas Library Association and Missouri Library Association annual conference, held in Kansas City, Missouri, September 30 through October 1. The Business Toolkit Workshop was held at the Olathe Community Center on October 16. The event was well attended and is a partnership between the library, Olathe Chamber of Commerce, Alana Muller, and MidAmerica Nazarene University. Emily Baker and Rita Patterson hosted the Olathe Civic Academy at the library on October 1. Emily Baker and Kate Capps attended the Olathe Schools Foundation breakfast on October 8.

The library hosted a United Way cookout on October 8. The library hosted a half day Staff Day on October 12 to provide training to library staff on a variety of topics. The Hispanic Heritage Month concluded mid-October. There were numerous events and activities offered throughout the month. The Volunteer Recognition Reception was held on November 6 at Prince of Peace. Emily Baker and Maggie Baker were invited to the Fourth Friday Thankquet, to honor sponsors and helpers at the Deaf Cultural Center. Ms. Baker attended the Mayor's Christmas Tree Eggstravaganza on November 12 at First Watch.

6. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library report was given by Colette McGee. Colette McGee attended the Mayor's Christmas Tree Eggstravaganza on November 12 at First Watch. The next booksale will be held on December 11 through December 13 at Indian Creek Library. The Friends of the Library tea will be held on April 9 at the Indian Creek Community Church and the featured speaker will be Megan Felt, who will speak on "Life in a Jar", a story about a Polish woman who saved 2500 Jewish children during WWII. The theme for the table decorating will be memories of childhood.

7. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT

The Olathe Public Library Foundation Board Report was given by Emily Baker. The Olathe Public Library Foundation dinner was held on September 26th and raised approximately \$12,000.

8. UNFINISHED BUSINESS

Future Facility Planning/OPL Master Plan

Emily Baker, Bob Miller and Julie Clark were part of a committee with Jeff Blakeman, City of Olathe Project Coordinator, to look at the replies received from the recent Request for Programming Services for the Olathe Public Library Expansions. The committee reviewed six replies and invited three companies to come out and speak about the project. Jeff Blakeman will be making a short presentation to Olathe City Council and presenting the committee's recommendations. The project is anticipated to last approximately four months and the next step would involve an RFP for design and build. The library will be paying the consulting fees for this project. John Andrade stressed to board members the importance of

advocating for the library by attending the city council meetings.

Sustainable Services Planning for OPL

Ms. Baker announced that library staff have ramped up the weeding of the collection and staff will resume certain initiatives after the first of the year.

Indian Creek Paving Project

Bob Miller met with three representatives from the city who toured the parking lot last week and went over all the problem areas. The city is currently working with utilities to determine where utility lines are located. The city will come in after closing and rope off a section of the parking lot, to keep customers from parking there. They will do a combination of milling for the areas that are not rutting too badly and cut out and replace those areas with a bad base. Ms. Baker reported that we will only be doing repair work due to the possibility of the parking lot being relocated to a different area per possible building expansion plans.

Library Advisory Board By-Laws

The Olathe Public Library Advisory Board By-Laws were reviewed. Dean Vakas moved to approve the Olathe Public Library Advisory Board By-Laws. Seconded by John Ernst and motion passed.

Library Board Retreat

Tom Glinstra and Emily Baker are scheduled to talk to the City Manager regarding the library/city merger and feel it would be best to wait until after the first of the year for the retreat.

9. NEW BUSINESS

Library Security Policy

Leslie Ellsworth presented proposed changes to the Library Security Policy. The proposed changes categorize infractions between a serious offense and unacceptable behavior. Library board member, John Andrade, had concerns over allowing food and drink in the Kansas Room due to potential water damage. Dean Vakas moved to approve the Library Security Policy with the stipulation that library staff will report the appropriateness of how irreplaceable documents are stored at the next board meeting. Seconded by John Andrade and motion passed.

Library Insurance Policies

Julie Clark presented information regarding the renewal of the library's insurance policies for 2016. Julie Clark reported that the library was advised by the city's risk manager to go ahead and get quotes for 2016. The city recommended the library take out the D & O portion of the Director and Officer liability coverage since payroll and other employment practices are still being carried out by the library. Ms. Clark explained that upon termination of D & O coverage the library can put in a clause that if anything were to happen during the coverage terms that we could get up to three years extended risk coverage on prior events. Dean Vakas moved to approve the recommendations for insurance coverage for 2016. Seconded by Ann Horner and motion passed.

Staff Holiday Gift

Emily Baker asked library board members if they would like to consider presenting library staff members with a cash gift for the holidays. Ann Horner moved to present each staff member with a \$100 cash gift for the holidays. Seconded by Dean Vakas and motion passed.

Director's Compensation Committee

Emily Baker spoke with City Manager, Michael Wilkes, and was informed to continue with the same procedure as in the past for evaluating the library director. Ms. Baker explained that a short evaluation form is sent out to each board member. The board chair appoints a compensation committee of at least two members. The committee members look through the evaluations, decide upon compensation and present to the full board in executive

session at the December meeting. The board members come out of the executive session and make an offer to the library director. The board chair composes a letter for the Director's personnel file. John Andrade, Ann Horner and Tom Glinstra will make up the Director's Compensation Committee.

10. ADJOURNMENT

Tom Glinstra adjourned the meeting at 5:06 p.m.

Brad Cornell, Secretary