



OLATHE PUBLIC LIBRARY ADVISORY BOARD  
REGULAR MONTHLY MEETING  
February 17, 2016

The regular February meeting of the Olathe Public Library Advisory Board was called to order at 4:01 p.m. by Chairman Tom Glinstra. Members present were John Andrade, Brad Cornell, John Ernst (arrived at 4:55 p.m.), Ann Horner, Dean Vakas, Cliff Tatham (Chairperson of the Olathe Public Library Foundation), Colette McGee (President of Friends of the Library) and Library Director Emily Baker. Absent was Matt Shatto. Also attending were library employees Bob Miller, Maggie Baker, Julie Clark and Leslie Ellsworth.

There were no public comments.

**1. READING OF MINUTES OF LAST MEETING**

The minutes of the library board meeting of January 20<sup>th</sup> were reviewed. John Andrade moved to approve the minutes of the January 20<sup>th</sup> meeting. Seconded by Brad Cornell and motion passed.

**2. ADDITIONS OR DELETIONS TO THE AGENDA**

Add 9D - Central Resource Library Visit under New Business.

**3. REPORT OF THE TREASURER**

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

**4. CONSENT AGENDA**

The January expenditures were reviewed. Ann Horner moved to approve the January expenditures. Seconded by Dean Vakas and motion passed.

**5. REPORT OF LIBRARY DIRECTOR**

The monthly report was given by Library Director Emily Baker. The statistics for December 2015 show the in-house circulation decreased 4.4% at the downtown location and decreased 2.0% at the Indian Creek location; however, all circulation was up 5.2% over 2014. The circulation of OPL items increased 7.9% for the downtown library and increased 3.7% for the Indian Creek Library. The downtown gate count decreased 6.3% and the Indian Creek gate count decreased 4.2%. Interlibrary loan borrowing decreased 8.1% and lending increased 8.7%. The number of combined volunteer hours decreased 18.9% and the number of combined volunteers decreased 12.9%. The number of volunteer hours for 2015 increased 3.0% over 2014. Website visits were down 5.1%.

Emily Baker continues to attend agenda review, executive team and budget meetings at the city. Ms. Baker attended city council agenda review meetings on January 27<sup>th</sup>, February

10<sup>th</sup>, and February 17<sup>th</sup>; executive team meetings on February 10<sup>th</sup>; and budget meeting on February 3<sup>rd</sup>. Group 4 continues to meet with the Project Management Team (PMT), Library Expansion Advisory Panel (LEAP)/Library Advisory Board (LAB), Sustainable Services Project Group (SSPG), city communications personnel, architects and engineers and library customers. Group 4 met with the PMT on January 26<sup>th</sup>, January 27<sup>th</sup>, February 2<sup>nd</sup>, February 5<sup>th</sup>, and February 10<sup>th</sup>; LEAP/LAB on January 26<sup>th</sup>; city officials on January 26<sup>th</sup>; SSPG on January 27<sup>th</sup>; and architects and engineers on February 3<sup>rd</sup>.

Ms. Baker attended a reception for the reopening of the Central Resource Library on January 21<sup>st</sup>, the Chamber of Commerce Annual Meeting at the Embassy Suites on January 29<sup>th</sup>, and the Regional Union Catalog meeting on February 17<sup>th</sup>. Ms. Baker met with staff on the Makerspace Committee on February 9<sup>th</sup>. Tom Glinstra and Emily Baker attended the Mayor's Cabinet Luncheon on February 5<sup>th</sup>.

Tom Glinstra and Emily Baker accompanied Mayor Michael Copeland, City Manager Michael Wilkes and City Councilman Jim Randall to Denver to meet with Vic Ahmad from Innovation Pavilion. The group toured the Library 21<sup>st</sup> Century and a charter school in Highlands Ranch.

The Bibliotheca smartlockers for Olathe Fire Station 6 are in production and design work is underway for the vinyl wrap. Emily Baker reported that library staff will be attending the DirectionFinder breakfast at Embassy Suites on February 19<sup>th</sup>. Group 4 will be hosting Open Houses and Community Meetings at both locations on February 24<sup>th</sup> and February 25<sup>th</sup>. The State of the City Luncheon will be held on March 4<sup>th</sup> at the Embassy Suites.

## **6. FRIENDS OF THE LIBRARY REPORT**

The Friends of the Library report was given by Colette McGee. In January, the Friends of the Library gave \$9,548 to the library. The last booksale had the highest profit in the last several years with \$2,660. The next booksale will be held May 31<sup>st</sup> through June 2<sup>nd</sup> in conjunction with the Summer Reading Club Kickoff. The next Friends of the Library Board meeting will be held on February 27<sup>th</sup>.

## **7. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT**

The Olathe Public Library Foundation Board Report was given by Cliff Tatham. Mr. Tatham announced the annual meeting will be held sometime in March. The annual dinner has been moved to October 1<sup>st</sup> at the Hilton Garden Inn. The Foundation Board continues to search for an author for the dinner.

## **8. UNFINISHED BUSINESS**

### **Future Facility Planning/OPL Master Plan**

#### **Innovation Pavilion Trip**

Emily Baker, Tom Glinstra, Mayor Michael Copeland, City Manager Michael Wilkes, City Council member Jim Randall flew to Denver, Colorado to meet with Vic Ahmad, Innovation Pavilion Chairman. The group traveled to Highlands Ranch where they were able to tour the STEM School and Academy. The group then toured the Library 21<sup>st</sup> Century, a branch of the Pikes Peak Library System. The building that housed the Library 21<sup>st</sup> Century was once a two story MCI call center around 110,000 square feet. The first floor was divided into different types of meeting spaces and the second floor housed the children's, young adult and adult collections.

#### **Serving Residents Beyond Two Libraries**

Tom Glinstra asked board members to consider options for providing library services to people living at the edges of the city. Library board members discussed a bookmobile,

adding more goLibrary sites, expanding visits to retirement communities, enhancing the online experience, programming at other locations, using the five high schools as nodes in the community, and opening small strip mall sites. Tom Glinstra asked that library staff begin making a list of alternative ideas for library board members.

Tom Glinstra said there is a possibility the library could receive some of the sales tax for the new county court house, but there is no official date of when the county might add this to the ballot.

The first LEAP meeting was held on January 26<sup>th</sup> and Tom Glinstra, Ann Horner and John Andrade were in attendance. The first set of open houses and community meetings will be held on February 24<sup>th</sup> and February 25<sup>th</sup>. The LEAP committee and Library Advisory Board will be meeting with Group 4 on February 24<sup>th</sup>. Group 4 is planning another set of open houses and community meetings the end of March.

#### **Sustainable Service Planning for OPL**

There was nothing to report.

#### **Library Security Policy**

Maggie Baker has worked with Glenn Books to have approximately 150 books from the Kansas Room inspected. Glenn Books was interested in purchasing a dozen of the books. The majority of the books were not in good shape, but Glenn Books has a binder in Boston that is able to repair them. Ann Horner moved to sell the dozen volumes to Glenn Books and give the remainder of the books to the Friends of the Library. Seconded by Dean Vakas and motion passed.

Dean Vakas moved to extend the current Library Security Policy to the Kansas Room. Seconded by Ann Horner. Opposed by John Andrade and motion passed.

#### **Salary Classification Schedule**

Leslie Ellsworth presented changes to the Salary Classification Schedule to clarify what happens when employees reach the top of the salary classification schedule for their position. Ms. Ellsworth also recommended that two staff members who received a bonus payout in 2015, be given a one-time bonus to bring their 2016 total pay up to the level of their 2015 total pay. Dean Vakas moved to approve the revisions to the Salary Classification Schedule and a one-time bonus for two employees to bring their 2016 total pay up to the level of their 2015 total pay. Seconded by John Andrade and motion passed.

### **9. NEW BUSINESS**

#### **Personnel Policy Manual – Health Plan Rates for 2016**

Leslie Ellsworth presented the changes made to the Personnel Policy Manual for the 2016 Health Plan Rates. John Ernst moved to approve the changes made to the Personnel Policy Manual – Health Plan Rates for 2016. Seconded by Ann Horner and motion passed.

#### **Olathe 2015 DirectionFinder**

The City of Olathe will be giving their employees a bonus based on the results of the annual DirectionFinder report. The city will be giving full-time staff a bonus between \$500-\$600 and part-time staff between \$250-\$300. The library would like to recommend that hourly library staff also receive a bonus. Dean Vakas moved to approve the DirectionFinder bonus for all full and part-time staff members per the City of Olathe's model. Dean Vakas moved to approve \$2000 to be spent on DirectionFinder recognition for hourly employees in the form of gift cards. Seconded by John Andrade and motion passed.

#### **Questions from the Board**

There were no questions from the board

#### **Central Resource Library Visit**

John Andrade would like to plan a group visit to the Central Resource Library. The

group recommended the March board meeting be held at Central Resource Library. John Andrade discussed the importance of advocacy as the library continues to look at constructing new facilities. Mr. Andrade asked for monthly updates from library staff in the following areas: Marketing, Technology, Youth Program, Homebound Services, Liaison to the Olathe School District, Indian Creek Library and Grants.

**10. ADJOURNMENT**

Tom Glinstra adjourned the meeting at 5:32 p.m.

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Brad Cornell, Secretary