

# **Lawrence Public Library Board of Trustees**

## **Meeting Minutes**

### **June 17, 2008**

**Board Members Present:** Chris Burger, Fran Devlin, Joan Golden, Michael Machell, Kathleen Morgan, Deborah Thompson

**Board Members Absent:** Terry Leibold

**Staff Present:** Bruce Flanders, Charlee Glinka, Tricia Karlin, Jessica McVey, Joyce Steiner, Sherri Turner

**Guests Present:** Ron Schorr (Friends of the Lawrence Public Library Board)

Chris brought the meeting to order at 4:30 p.m.

There were no public comments.

Kathleen moved to approve the consent agenda. Michael seconded, and the motion carried.

#### **Library Director's Report**

Security Officer Guidelines: Bruce has been working on a set of procedures for the Library's security officers. These procedures are intentionally brief and easy to assimilate. The procedures outline the two forms of bans (one-day ban and permanent ban), and include an interpretation of the "Code of Behavior" that was written by the Library's assistant director, Sherri Turner.

Library Foundation: The Library Foundation Board of Directors has not met for some time due to the Board Chair's illness. The Foundation Board will meet again on Monday, June 23, with the Vice Chair serving as meeting facilitator. Among agenda items for this meeting: providing the library with funding to allow the Executive Assistant to become a full-time position for the remainder of 2008 in order to provide Foundation staffing, supporting a Zephyr Energy demonstration green energy project in children's room, and electing new Board members and officers.

Collection Space versus Circulation: Bruce is collecting statistics regarding the size (in square feet) required for each part of the library's collections, then comparing those numbers with the circulation of these materials. In this way, the Library and Board can reach some general conclusions regarding which collections represent an efficient use of the library's limited space, and which are wasteful of space in the library building. This information will be useful in determining priorities for significant reductions in collections to make room for additional meeting rooms and technology. The first draft of these statistics is included in the Board Packet.

Bruce is also working with Hans Fischer, AIA, on the space reallocation project that will be a major component of our retreat-generated goals for 2008-2010. Hans' work is being funded by the Northeast Kansas Library System (which contracts with Hans for architectural work for member libraries).

### **Ongoing Business**

Strategic Plan and Space Reallocation Study: Chris stated that he feels the Board needs to commit to some action on space reallocation as soon as possible as the Board only meets once a month. The Board decided that they would like the staff to take a fresh look at space allocation in the Library. Deborah made a motion to ask the staff to develop a draft space reallocation plan by August 31 focusing on the on-hand budget of \$200,000 and taking into consideration discussions from the Board Retreat, NEKLS system requirements and New Directions data. Chris seconded and the motion carried.

### **New Business**

Library Board Authority: K.S.A. 12-1225 states that the Board is responsible for all rules and regulations, leasing of buildings and property, all money, reports, hiring and firing, etc. The Library exists through the Board, not on its own. Chris asked all Board members to review the statute and make sure they understand their role as Board members.

Patron Service Policy and Employee Handbook Revisions: The Library's Administrative Team proposed a change in Section 3.2 in the Patron Service Policy to reduce the loan period for TV shows on DVD from 28 days to 14 days. The Administrative Team also recommended that the number of TV shows on DVD checked out to any patron at one time should be limited to ten. Chris moved to approve the revision as written. Deborah seconded and the motion carried.

The Library's Administrative Team proposed a complete revision of Section 3.5 in the Patron Service Policy for improved readability. In this revision, a new differentiation is made regarding which accounts sent to collection. If non-returned items are involved, the threshold is \$25.00. If only overdue fines are involved, the threshold is \$50.00. Joan moved to approve the revision as written. Chris seconded and the motion carried.

The Library's Administrative Team recommended that a new section to the Employee Handbook be added in order to codify in policy a longevity pay practice that has been in place at the library for many years. This would become section 7.13 in the Employee Handbook. Mike moved to adopt the new section into the Employee Handbook as written. Kathleen seconded and the motion carried.

Foundation Board Representative: Due to the expiration of John Nalbandian's tenure on the Library Board, the Board needs to appoint a new individual to be a liaison to the Foundation Board. Michael was nominated for the position and the Board supported his appointment to this role. Chris currently serves as the second liaison to the Foundation Board.

Library governance and funding options: A candidate for county commissioner has approached the Library about changing the Library from a municipal entity to a county entity. The Library Board decided that while they appreciate her concern for and support of the Library, they are not comfortable pursuing this kind of change at this time. Bruce will inform the individual of the Board's decision.

### **Adjournment**

The meeting adjourned at 5:59 p.m.

Respectfully submitted,

Jessica McVey

Approved \_\_\_\_\_  
Date

Secretary \_\_\_\_\_  
Terry Leibold

Chair \_\_\_\_\_  
Chris Burger

Director \_\_\_\_\_  
Bruce Flanders