

## MINUTES

### **Kansas City Public Library Board of Trustees Regular Meeting – September 20, 2011**

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, September 20, 2011 at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President  
David Mayta  
Joan Caulfield  
Rose Marie Bell  
Leon Dixon  
Billie Howard Barnes  
Claudia Oñate Greim

MEMBERS ABSENT: Fran Daniel  
Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive  
Terry Anderson, Director of Collection Management  
Claudia Baker, Director of Development  
Amanda Barnhart, Technical Assistant  
Reed Beebe, Purchasing Manager  
Michael Bollinger, Director of Information Technology  
Lillie Brack, Central Library Director  
Dorothy Elliott, Plaza Branch Director  
Crystal Faris, Director of Teen Services  
Jordan Fields, Digital Project Manager  
Henry Fortunato, Director of Public Affairs and Communication  
Megan Garrett, Librarian  
Helma Hawkins, Director of Children's Services  
Kathleen Hinton, Finance Manager  
Jerry Houchins, Operations Manager  
Pam Jenkins, H&R Block Business and Career Center Manager  
Joel Jones, Director of Branch and Outreach Services  
Pam Kannady, Director of Human Resources  
Cheptoo Kositany-Buckner, Deputy Director  
Steven Knapp, Library and Business Systems Manager  
Carrie McDonald, Outreach Manager  
Eli Paul, Director of Missouri Valley Special Collections  
Heather Pedersen, Administrative Officer  
April Roy, Plaza Branch Assistant Director / Youth  
Services Manager  
Debbie Siragusa, Chief Financial Officer  
Kaite Stover, Head of Reader Services  
Mary Thompson, Assistant Branch Manager / Children's Librarian

J. Kemper called the meeting to order at 4:32 p.m.

J. Kemper opened the public hearing for the 2011 property tax rate and the final 2011 – 2012 budget and asked for questions and comments. There was no response from the public and J. Kemper closed the public hearing.

**Motion by Bell to approve the minutes of the August 19, 2011 Ad Hoc Committee on the Black Archives if Mid-America, Inc. meeting, the August 23, 2011 Finance and Audit Committee meeting, and the August 23, 2011 regular Board meeting. Second by Mayta. Approved unanimously.** (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

Mayta reported on the August 23, 2011 Finance and Audit Committee meeting. He stated that the Committee had recommended to the Board that it adopt the proposed ad valorem property tax rate and the Library's 2011 – 2012 operating budget, presented for the Board's consideration in LBM 3687 and LBM 3688, respectively.

**Motion by Oñate Greim to approve the Consent Agenda items before the Board. Second by Howard Barnes. Approved unanimously.** The following items were approved as part of the Consent Agenda:

**Move approval of the recommendation of the Chief Executive to authorize the following expenditures for August 2011: Payroll (08/25/11 net cash \$213,543 plus taxes \$79,303) and (09/08/11 net cash \$216,343 plus taxes \$80,847), total amount of \$590,036; General Expense Payments including Checks (#152132-152417), in the amount of \$784,081. (LBM 3684)**

**Move approval of the recommendation of the Chief Executive to accept the attached financial reports for August 2011. (LBM 3685)**

**Move approval of the recommendation of the Chief Executive to authorize the contract with and/or make payment to the attached list of vendors in amounts not to exceed those detailed in the attached list of vendors. (LBM 3686)**

**Motion by Mayta to approve the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2011 ad valorem tax rate at 50.00 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3687)**

**Motion by Bell to approve the recommendation of the Chief Executive and the Finance and Audit Committee to adopt a final 2011-2012 Library Operating Budget General Fund of \$18,174,112. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3688)**

**Motion by Mayta to approve the recommendation of the Chief Executive to contract with Digital Preservation for digital imaging production services for an amount not to exceed \$40,000. Second by Howard Barnes. Approved unanimously. (LBM 3689)**

Discussing videotaping services J. Kemper suggested that in addition to the events that are professionally taped the Library might experiment with simple single-camera tapings of other events to increase the number of recordings available.

**Motion by Mayta to approve the recommendation of the Chief Executive to contract with Andrea Hickerson for videotaping services for an amount not to exceed \$16,800. (Special Circumstances Bid Exemption requested - three month contract). Second by Caulfield. Approved unanimously. (LBM 3690)**

C. Kemper stated that John Huber will come to a future meeting to report to the Board on his review of the Collection Management Department.

**Motion by Bell to approve the recommendation of the Chief Executive to authorize a contract with J. Huber & Associates to conduct a process improvement review of the Collection Management Department for a total cost not to exceed \$17,000. Second by Caulfield. Approved unanimously. (LBM 3691)**

Discussing the Gallup Map collection Caulfield suggested that the Library consider submitting a grant proposal to the Missouri Humanities Council for exhibit funding.

**Motion by Caulfield to approve the recommendation of the Chief Executive to purchase maps from The Gallup Map Company at a cost not to exceed \$22,000. Second by Mayta. Approved unanimously. (LBM 3692)**

**Motion by Mayta to approve the recommendation of the Chief Executive to purchase an antique Victorian Centennial clock from Southampton Antiques in the amount of \$75,000. Second by Caulfield. Approved unanimously. (LBM 3693)**

**Motion by Bell to approve the recommendation of the Chief Executive to purchase two self-checkout units at a cost not to exceed \$29,350.40 from Bibliotheca ITG, LLC. Second by Howard Barnes. Approved unanimously. (LBM 3694)**

C. Kemper discussed the new Library card design with the Board. (LBM 3695) Caulfield commended Library staff on the design.

Crystal Faris, Helma Hawkins, and Carrie McDonald gave a presentation to the Board on the status of the Summer Reading program and Community of Readers outreach. C. Kemper thanked Library staff and the Board for their efforts and support.

C. Kemper discussed the Director's Report with the Board. (LBM 3696) He stated that the Black Archives had chosen an executive director and that the Library will invite her to attend an upcoming Board meeting.

**Motion by Mayta to adjourn. Second by Bell. Approved unanimously.**

The meeting adjourned at 5:35 p.m.

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Secretary

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Date