

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees July 21, 2009

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, July 21, 2009, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

David Mayta (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Gary Anderson
Bob Fitzgerald
Brad Max
Mark Ward
Frank Trantham

Mayta called the meeting to order at 3:40 p.m.

Siragusa walked the Board through the documents provided by legal counsel, and, with assistance from Anderson, Fitzgerald and Max, answered their questions on the timeline and stages of the acquisition of the Central Library building. The acquisition process would have four steps:

- The Library would approve a resolution to accept ownership of the Central Library building.
- The Library would approve a resolution to purchase for one dollar the note receivable from the Community Foundation of \$32 million.
- The Library would cancel the note on the Central Library building.
- The Library would approve a resolution to issue the bond financing.

She noted that the Library's legal staff had reviewed all the documents, and that the closing on the building acquisition would take place on August 20, 2009.

Motion by Caulfield to approve LBM 3486, 3487, 3488, and 3489. Second by Dorsey. Approved unanimously. The following items were approved as part of this motion:

Move to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and Chief Executive to approve and accept the attached resolution approving and accepting the transfer of real property (subject to encumbrances) from DTC, LLC; approving the termination of the Lease as described in the resolution; approving and authorizing the execution and delivery of all documents necessary for transfer. (LBM 3486)

Move to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving the purchase of the Third Amended and Restated Future Advance Promissory Note from the Greater Kansas City Community Foundation; approving and authorizing the execution and delivery of all documents necessary for the purchase; and authorizing the funding of the purchase price. (LBM 3487)

Move to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving and acknowledging the cancellation of the Note and Release of Deed of Trust and Financing Statement as described in the resolution; and approving and authorizing the execution and delivery of all documents necessary for the cancellation and release. (LBM 3488)

Move to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving a project for the Kansas City Urban Public Library District; authorizing the District to convey to the Kansas City Library Building Corporation a leasehold interest in certain facilities of the District; approving the issuance by the Kansas City Library Building Corporation of lease hold revenue bonds, series 2009 (Kansas City Urban Public Library District Project), for the purpose of providing funds to finance costs related to Library facilities for the District; authorizing and approving certain documents in connection with the issuance of the bonds; and authorizing certain other actions in connection with the issuance of the bonds as described in the resolution. (LBM 3489)

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

**Kansas City Public Library Board of Trustees
Regular Meeting— July 21, 2009**

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, July 21, 2009, 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
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Gary Anderson
Bob Fitzgerald
John Haertling
Brad Max
Sara Shepherd
Frank Trantham
Mark Ward

J. Kemper called the meeting to order at 4:35 p.m.

Motion by Daniel to approve the minutes of the June 15, 2009 Finance and Audit Committee meeting, the June 16, 2009 regular Board meeting, and the June 18, 2009 Building Oversight Committee meeting. Second by Howard Barnes. 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.)

C. Kemper discussed the strategic plan developed at the May 19, 2009 strategic planning retreat, noting which objectives had been completed or revised. (LBM 3490) Kositany-Buckner stated that she would distribute the list of members on the Community Technology Advisory Committee.

Bell arrived at 4:40 p.m.

Mayta reported on the July 21, 2009 Finance and Audit Committee meeting that had convened an hour before the Board meeting, noting that the Committee had discussed resolutions related to the acquisition of the Central Library building, and that the Board would be considering these resolutions at today's meeting, with the Committee's recommendation that they be approved. Oñate Greim reported on the topics discussed at the June 18, 2009 Building Oversight Committee meeting.

Motion by Dixon to approve the Consent Agenda items before the Board. Second by Dorsey. 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 June 2009: Payroll (06/18/09 net cash \$209,424 plus taxes \$79,164) and (07/02/09 net cash \$224,351 plus taxes \$86,496), total amount of \$599,435; General Expense Payments including Checks (#144598-145018), in the amount of \$1,006,596. (LBM 3491)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for June 2009. (LBM 3492)

Move approval of the recommendation of the Chief Executive to authorize the payment of \$524,776.88 to the Public School Retirement System on or before December 31, 2009, as the Library's contribution for the 2008 calendar year. (LBM 3493)

Move approval of the recommendation of the Chief Executive to contract with The Travelers Company, Inc. and Chubb Group of Insurance Companies for coverages outlined below and to authorize the payment of total premiums and fees to Lockton Companies LLC of \$126,948 for FY 2009-2010. (LBM 3494)

Move approval of the recommendation of the Chief Executive to authorize the maintenance renewal of 2 web filtering appliances provided by Fortigate to comply with current CIPA (Children's Internet Protection Act) a federal law enacted in 2000 at a cost of \$12,547.00. (LBM 3495)

Move approval of the recommendation of the Chief Executive to authorize prepayment of \$45,000 to the Missouri Library Network Corporation for OCLC Services to be rendered during FY 2009-2010. (LBM 3496)

Move approval of the recommendation of the Chief Executive to execute contracts with various vendors to renew & begin licensing for library access to online databases at a price not to exceed \$410,000 (contracts will expire June 30, 2010). (LBM 3497)

The Board next considered LBMs 3500 through 3504, while memos LBM 3498 and LBM 3499 were being distributed for walk-in consideration. Mayta explained that LBMs 3501 through 3504 had been reviewed and recommended by the Finance and Audit Committee.

Motion by Mayta to approve LBMs 3500 through 3504. Approved unanimously.

(Note: Because the LBMs were reviewed by the Finance and Audit Committee, no second was required). The following items were approved as part of this motion:

Move approval of the recommendation of the Chief Executive to authorize payment to DTC, LLC for outstanding rent payments of \$18,306.50. (LBM 3500)

Move approval of the recommendation of the Finance and Audit Committee and Chief Executive to approve and accept the attached resolution approving and accepting the transfer of real property (subject to encumbrances) from DTC, LLC; approving the termination of the Lease as described in the resolution; approving and authorizing the execution and delivery of all documents necessary for transfer. (LBM 3501)

Move approval of the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving the purchase of the Third Amended and Restated Future Advance Promissory Note from the Greater Kansas City Community Foundation; approving and authorizing the execution and delivery of all documents necessary for the purchase; and authorizing the funding of the purchase price. (LBM 3502)

Move approval of the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving and acknowledging the cancellation of the Note and Release of Deed of Trust and Financing Statement as described in the resolution; and approving and authorizing the execution and delivery of all documents necessary for the cancellation and release. (LBM 3503)

Move approval of the recommendation of the Finance and Audit Committee and Chief Executive to approve the attached resolution approving a project for the Kansas City Urban Public Library District; authorizing the District to convey to the Kansas City Library Building Corporation a leasehold interest in certain facilities of the District; approving the issuance by the Kansas City Library Building Corporation of lease hold revenue bonds, series 2009 (Kansas City Urban Public Library District Project), for the purpose of providing funds to finance costs related to Library facilities for the District; authorizing and approving certain documents in connection with the issuance of the bonds; and authorizing certain other actions in connection with the issuance of the bonds as described in the resolution. (LBM 3504)

Motion by Bell to approve the recommendation of the Chief Executive to begin negotiations and final execution of a contract with JE Dunn Construction for the services to renovate the Lucile H. Bluford branch at a cost not to exceed \$600,000.00. Second by Dixon. Approved unanimously. (LBM 3498)

Motion by Daniel to approve the recommendation of the Chief Executive to ratify the third amendment to Lease and Development Agreement, effective as of the 22nd day of April, 2008, between DTC, LLC, a Missouri limited liability company and the Kansas City Urban Library District. Second by Dorsey. Approved unanimously. (LBM 3499)

J. Kemper discussed the Director's Report for June (LBM 3505). Fortunato noted the heavy attendance at programming events in the month of June, and discussed upcoming programming events.

Caulfield left at 5:35 p.m.

C. Kemper briefed the Board on the pending TIF related lawsuit between Jackson County and Kansas City, Missouri. He noted that community and editorial support was strong for the Library's leadership in raising awareness on how current TIF policies deprive other taxing jurisdictions of voter approved revenues.


Baker presented the Board with a fundraising update. She noted that approximately 500 donors had been added or reactivated as a result of recent fundraising activity.

Discussing the Master Plan Project Summary, C. Kemper noted that the number of volunteer hours had doubled in the Library as a result of Volunteer Coordinator Chris Barnickel's efforts.

The meeting adjourned at 6:00 p.m.



Secretary



Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees August 24, 2009

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, August 24, 2009, at 4:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

David Mayta (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Angela Miratsky

Mayta called the meeting to order at 4:10 p.m.

At staff request, Mayta asked that the presentation on the Comprehensive Annual Financial Report (CAFR) for fiscal year 2008 – 2009 be given before the other items on the agenda. C. Kemper and Siragusa introduced Angela Miratsky of BKD, LLC to discuss the scope and results of the audit for fiscal year 2008 – 2009. Miratsky thanked Siragusa and the Finance Department, noting that the auditors were provided with everything that they requested in a timely manner. Among the findings of the audit:

- Generally, the audit found no reportable matters or issues, and the audit report is positive.
- Segregation of accounting duties (specifically in the cash disbursement and cash receipt cycles) remains as a control deficiency, due to the small size of the organization; however, the Library has instituted compensating controls that will reduce the risk of misstatement.
- The auditors recommend that the Library periodically review network access rights and implement a formal disaster recovery plan to ensure that Library records and operations will not be significantly interrupted from any significant event.
- The auditors recommended the creation of a fraud hotline to prevent or detect potential fraud.

Discussing the ad valorem tax rate, Siragusa noted that she expected new property tax information in September 2009 that might result in a change in the actual billed property tax; however, the current revenue estimates were her best estimate of the property tax revenue based on the property tax information that was currently available.

Motion by Dorsey to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2009 ad valorem tax rate at 49.91 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by Caulfield. Approved unanimously. (LBM 3506)

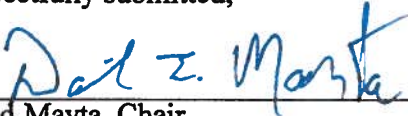
Discussing the Library's 2009 – 2010 operating budget, C. Kemper estimated that the Library would have approximately \$164,000 more in available funds in the proposed operating budget compared to the preliminary operating budget approved in June 2009, due to an \$84,000 decrease in property lease payments due to the final results of the Board issuance for acquisition of the Central Library building by the Library, as well \$80,000 related to new construction property tax revenue.

Motion by Caulfield to refer to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to adopt a revised 2009-2010 Library Operating Budget General Fund of \$18,454,683. Second by Dorsey. Approved unanimously. (LBM 3507)

Motion by J. Kemper to adjourn. Second by Caulfield. Approved unanimously.

The meeting adjourned at 5:10 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee

5/18/10

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— August 25, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, August 25, 2009, 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
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Kate Barsotti, Web and Digital Manager
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Katie Stover, Head of Reader Services
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Angela Miratsky
Sara Shepherd

J. Kemper called the meeting to order at 4:30 p.m.

Discussing the minutes, Mayta noted that the minutes for the July 21, 2009 regular Board meeting should be amended to note that “C. Kemper” (rather than “J. Kemper”) briefed the Board on TIF matters and the increase in volunteer hours at the Library.

Motion by Bell to approve the minutes of the July 21, 2009 Finance and Audit Committee meeting and the July 21, 2009 regular Board meeting as amended. Second by Oñate Greim. 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.)

J. Kemper opened the public hearing for the 2009 property tax rate and the final 2009 – 2010 budget and asked for questions and comments. There was no response from the public and J. Kemper closed the public hearing.

Mayta reported on the August 24, 2009 Finance and Audit Committee, noting that the Committee had recommended to the Board that it adopt the ad valorem property tax rate and the Library's 2009 – 2010 operating budget, presented for the Board's consideration in LBM 3511 and LBM 3512, respectively. He then introduced Angela Miratsky of BKD, LLC to discuss the scope and results of the audit for fiscal year 2008 – 2009.

C. Kemper discussed the strategic plan developed at the May 19, 2009 strategic planning retreat, noting which objectives had been completed or revised. (LBM 3508). There were no strategic objectives scheduled for presentation to the Board in August 2009.

Motion by Caulfield to approve the Consent Agenda items before the Board. Second by Oñate Greim. 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 July 2009: Payroll (07/16/09 net cash \$226,458 plus taxes \$84,722) and (07/30/09 net cash \$238,734 plus taxes \$93,562) and (08/13/09 net cash \$213,493 plus taxes \$79,656), total amount of \$936,625; General Expense Payments including Checks (#145019-145419), in the amount of \$1,289,301. (LBM 3509)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for July 2009. (LBM 3510)

Motion by Mayta to approve the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2009 ad valorem tax rate at 49.91 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by Dorsey. Approved unanimously. (LBM 3511)

Motion by Mayta to accept the recommendation of the Finance and Audit Committee and Chief Executive to adopt a revised 2009-2010 Library Operating Budget General Fund of \$18,454,683. (As this recommendation was approved by the Finance and Audit Committee, no second was required.) Approved unanimously. (LBM 3512)

Motion by Caulfield to approve the recommendation of the Chief Executive to re-affirm Library Board Policy 004 (Code of Ethics). Second by Dorsey. Approved unanimously. (LBM 3513)

Caulfield left the meeting at 5:15 p.m.

Motion by Dorsey to approve the recommendation of the Chief Executive to purchase furniture for the Lucile H. Bluford branch from the vendors listed below at a cost not to exceed \$175,000. Second by Oñate Greim. Approved unanimously. (LBM 3514)

Dixon, Dorsey and Howard Barnes left the meeting at 5:17 p.m.


C. Kemper discussed the Director's Report for July 2009 (LBM 3515). J. Kemper requested that Sean Kelley be introduced to the Board at a future meeting. Discussing the Library's efforts to reform the TIF process, Mike Chesser, chair of the EDC, has requested that the taxing jurisdictions to make an outline of their proposals to reform the TIF process. C. Kemper stated that the Library was also working to address statutory TIF reform at the state level with the Missouri Public Library Director's Association.

Fortunato discussed programming events for the month of July, and discussed upcoming programming events.

The meeting adjourned at 5:45 p.m.



Secretary



Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
September 18, 2009**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, September 18, 2009, at 4:00 p.m. at the Black Archives of Mid-America, Inc. Building, 1722 Woodland Avenue, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Rose Marie Bell
Joan Caulfield
Billie Howard Barnes

COMMITTEE MEMBERS ABSENT:

Leon Dixon
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations

OTHERS PRESENT:

Barbara Peterson
Denise Gilmore
Councilwoman Sharon Sanders Brooks

Dorsey called the meeting to order at 4:10 p.m.

Dorsey asked Kemper to discuss the Memorandum of Agreement between the Library and the Black Archives of Mid-America, Inc. ("Black Archives"). Kemper stated that the Library and the Black Archives have a clear understanding of the needs of the Black

Archives, and what services the Library will provide as part of the MOU. He clarified that the Black Archives would not open the new site until June 2010. He stated that in addition to tax credits, funds are available from the John Hope Franklin fund and the Kauffman grant, and the Library is working on getting an appropriation from the federal government, and he anticipated that the funding sources would be sufficient to keep the Black Archives open a substantial number of hours during the week and to keep the collection maintained for several years. He stated that the Black Archives' executive director would be responsible for fundraising and executive responsibilities, and that Library personnel would initially manage the Black Archives' collection.

Discussing the Alvin Ailey collection, Kemper stated that the collection would be available to the Black Archives on a long-term loan basis, with the possibility that the collection might become a permanent part of the Black Archives collection. The Alvin Ailey materials will be used to create an exhibit for the Black Archives. The Black Archives is in the process of entering into a Memorandum of Agreement with Alan Gray, who owns the collection, to formalize the long-term loan of the Alvin Ailey materials.

Howard Barnes suggested Judith Jamison be a featured guest at the grand opening of the Black Archives, and Dorsey suggested coordinating the grand opening with the Alvin Ailey gala in 2010.

Kositany Buckner stated that a draft programming document for the Black Archives is being completed, and will be presented to the Black Archives' board of trustees, and that interior designs for the new Black Archives site are being considered.

Barbara Peterson arrived at 4:30 p.m.

Peterson announced that the Black Archives had a strategic planning retreat in June 2009. Goals established at this retreat included seeking financial stability, developing partnerships with other organizations, and developing a full financial plan, which will be completed in December 2009. Also, the Black Archives has a strategic goal to complete its administrative and operating structure, including hiring an executive director. The Black Archives is working on developing the public programming it will provide over the next three years, and to strengthen ties to the community.

Discussing the job search process for the Black Archives' executive director, Peterson stated that the Black Archives is open to candidates for the position, but the Black Archives has not started interviewing candidates. The Black Archives hopes to have an executive director hired by January 2010. The Black Archives is looking for an executive director with fundraising skills.

The meeting adjourned at 4:50 p.m. Peterson took the Committee on a tour of the facility.



Olivia Dorsey, Chair
Ad Hoc Committee



Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
September 28, 2009**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Monday, September, 2009, at 3:30 p.m. at the Bluford Branch Library, 3050 Prospect Avenue, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Claudia Oñate Greim (Chair)

OTHER BOARD MEMBERS PRESENT:

Leon Dixon

COMMITTEE MEMBERS ABSENT:

Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lorenzo Butler, Communications Specialist
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Mary Thompson, Bluford Children's Librarian

OTHERS PRESENT:

Chris Catron
Timothy Davis
Daveon Farmer
Kierra Farmer
Aaron Griffin
Taurus Jackson
Kwame Smith
Diane Y. Swift
Shawnese Whitmore

At 3:30 p.m., Kemper and Kositany-Buckner gave a tour of the initial construction at the Bluford Branch, noting the locations of specific areas within the Branch, and discussed the architectural renderings that were available on site. They noted that the site was scheduled to be reopened in February 2010.

Diane Swift, the Director of the Center for Equitable Education (CEED) spoke about the teen mentoring partnership program between CEED, the Kansas City Public Library, and JE Dunn Construction Company.

The tour concluded at 4:30 p.m.



Claudia Oñate Greim, Chair
Building Oversight Committee

5/18/10

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting— September 29, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, September 29, 2009, at 4:30 p.m. at the Southeast Branch Library, 6242 Swope Parkway, Kansas City, Missouri.

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

MEMBERS ABSENT: Fran Daniel

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Bob Pedersen, Senior Human Resources Generalist
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer
Ruth Stephens, Southeast Branch Manager

OTHERS PRESENT: Sean Kelley

Prior to the meeting, at 4:15 p.m., Stephens gave the Board of Trustees a tour of the Southeast Branch. She noted that the Southeast Branch needed more computers and outlets for computers; in the recession, more patrons are using Library computers for job searches. She noted that children were currently using self-checkout at the Southeast Branch more than adults, and that the past winter reading programs at Southeast had been successful. She stated that urban fiction was popular among the Southeast patrons, and that a program that featured an urban fiction author at Southeast would be well received.

J. Kemper called the meeting to order at 4:40 p.m.

Discussing the minutes, Caulfield noted that the minutes for the September 18, 2009 Ad Hoc Committee on Black Archives of Mid-America, Inc. should be amended to reflect her attendance at that meeting.

Motion by Dorsey to approve the minutes of the August 24, 2009 Finance and Audit Committee meeting, the August 25, 2009 regular Board meeting, and the Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting as amended. Second by Oñate Greim. 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.)

Dorsey reported on the September 18, 2009 Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting. J. Kemper requested that a copy of the Black Archives of Mid-America, Inc.'s strategic plan be distributed to the Board. C. Kemper stated that Congressman Cleaver was interested in securing a Federal appropriation for the Black Archives of Mid-America, Inc.

Oñate Greim reported on the September 28, 2009 Building Oversight Committee tour of the Bluford renovation. She noted that a teen group from the Center for Equitable Education (CEED) was receiving mentorship from the architectural and construction crews on the Bluford site, and that Bluford was scheduled to re-open in February 2010.

C. Kemper discussed the strategic plan developed at the May 19, 2009 strategic planning retreat, noting which objectives had been completed or revised. (LBM 3516). The next strategic planning retreat was scheduled for Tuesday, November 3, 2009, at the Linda Hall Library.

Motion by Caulfield to approve the Consent Agenda items before the Board. Second by Mayta. 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 2009: Payroll (08/27/09 net cash \$214,064 plus taxes \$80,002) and (09/10/09 net cash \$212,682 plus taxes \$79,440) , total amount of \$586,188; General Expense Payments including Checks (#145420-145657), in the amount of \$1,412,977. (LBM 3517)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for August 2009. (LBM 3518)

Move approval of the recommendation of the Chief Executive to renew MOREnet services at a cost not to exceed \$12,000 annually. (LBM 3519)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to renew subscription maintenance with *SirsiDynix* for the operation of the library automation system, at a cost not to exceed \$176,800. (LBM 3520)

Move approval of the recommendation of the Chief Executive to contract with the Metropolitan Ensemble Theatre ("MET") to produce and perform six script-in-hand performance readings at a cost not to exceed \$14,400. (LBM 3521)

Motion by Mayta to approve the recommendation of the Chief Executive to authorize the purchase of replacement desktops from Dell under the Missouri State

contract at a one-time cost not to exceed \$16,747.40. Second by Dorsey. Approved unanimously. (LBM 3522)

Motion by Caulfield to approve the recommendation of the Chief Executive to purchase shelving for the Lucile H. Bluford branch from Automated Business Systems, Hicks Ashby Company, and Mid America Shelving at a total cost not to exceed \$70,000. Second by Dorsey. Approved unanimously. (LBM 3523)

Sean Kelley discussed his background and the expertise that he could bring to displaying art in the Kansas City Public Library. More information on the Library's plans for displaying art will be presented at a future "lunch and learn" meeting. Asked about whether the Library will display works of art that are for sale, C. Kemper stated that he did not have a problem with the Library displaying works of art that are for sale, with the understanding that the Library will not promote whether the art is available for sale, and any art sales must not take place on Library property.

C. Kemper discussed the Director's Report for August 2009 (LBM 3524). C. Kemper stated that he would distribute the Library's event criteria and frequency by email to the Board. He also discussed TIF related issues with the Board.

Motion by Caulfield to adjourn. Second by Dorsey. Approved unanimously.

The meeting adjourned at 6:05 p.m.

Joan Caulfield
Secretary

5/19/10
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — October 20, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, October 20, 2009, 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
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

J. Kemper called the meeting to order at 4:35 p.m.

Motion by Mayta to approve the minutes of the September 28, 2009 Building Oversight Committee meeting and the September 29, 2009 regular Board meeting. Second by Bell. 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.)

C. Kemper updated the Board on the Library's Strategic Plan, noting that the next retreat will take place on November 3, 2009 at the Linda Hall Library.

Howard Barnes arrived at 4:38 p.m.

Motion by Caulfield to approve the Consent Agenda items before the Board. Second by 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 September 2009: Payroll (09/24/09 net cash \$208,721 plus taxes \$78,379) and (10/08/09 net cash \$211,646 plus taxes \$79,626), total amount of \$578,372; General Expense Payments including Checks (#145658-145914), in the amount of \$699,342. (LBM 3526)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for September 2009. (LBM 3527)

Move approval of the recommendation of the Chief Executive to renew the Aquabrowser maintenance contract with R. R. Bowker, LLC for one year at a cost of \$20,250.00. (LBM 3528)

Move approval of the recommendation of the Chief Executive to renew the Dell Extended Hardware Warranty for one year at a cost of \$20,543.40. (LBM 3529)

Baker reported to the Board on the status of the Kansas City Public Library Foundation ("Foundation"). She stated that the Foundation had elected three new trustees – Tom Brous, Laurie Ingram, and Bill Nelson. She stated that a Fund Development Committee and a Nominating Committee were established at the Foundation, and a budget had been approved by the Foundation's board of trustees. The Memorandum of Agreement between the Foundation and Library has been adopted by the respective board of trustees of both organizations. She noted that the Foundation is looking for a trustee with estate planning experience.

C. Kemper discussed the Director's Report with the Board. (LBM 3530) He noted that the Library had informed the Friends of the Library ("Friends") that it would discontinue offering free DVDs to its members. He stated that the Library would work with the Friends to grow its active membership and to involve the Friends in helping the Library with its advocacy efforts. C. Kemper also noted that self-checkout machines were now in use at four branches, and that the increase in self-checkout statistics was encouraging.

Discussing the Black Archives, Howard Barnes requested that a copy of the Black Archives' executive director job description be sent to the Board.

Dorsey requested that the biographies of the Technology Advisory Group members be sent to the Board.

J. Kemper requested that a financial summary of the Bluford fundraising efforts be included in the Director's Report at future Board meetings.

Motion by Caulfield to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Dorsey. Approved unanimously.

The Board was in closed session from 5:45 p.m. until 6:00 p.m. No action was reported.

Motion by Daniel to adjourn. Second by Bell. Approved unanimously.

The meeting adjourned at 6:00 p.m.

Joan Caulfield
Secretary

5/18/10
Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting (Strategic Retreat)— November 3, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 3, 2009, at 8:30 a.m. at the Linda Hall Library, 5109 Cherry Street, Kansas City, Missouri.

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

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Joel Jones, Plaza Branch Library Director
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Lorraine Rost
Marilyn Snider
Gail Tsuboi

J. Kemper called the meeting to order at 8:30 a.m. and discussed the purpose of the retreat. M. Snider then led the participants in discussing the Library's strengths and internal weaknesses/challenges that would have an impact on the Library.

The participants reviewed the mission statement for the Library.

The participants reviewed the Library's Core Values/Guiding Principles.

The participants reviewed the four three-year goals that the Library needed to accomplish, and added a fifth goal ("Inspire and champion Kansas City as a community of readers.")

The Chief Executive, President of the Board, and Trustees clarified the expectation and needs of the Board of Trustees.

The participants identified six-month strategic objectives for each of the three-year goals.

The participants discussed the follow-up process to monitor progress on the goals and objectives. Each month, the Board will review progress made on the objectives for each goal. After a summary of the retreat and closing remarks, the meeting adjourned at 3:50 p.m.

A summary of the strategic retreat's revised goals follows:


THREE-YEAR GOALS

2008-2011- not in priority order

- ▶ Be recognized as a leader in public discourse
- ▶ Enhance the use of technology to serve current and future community needs
- ▶ Create a deeper, richer collection that is aligned with current and future community needs
- ▶ Stabilize and enhance funding
- ▶ Inspire and champion Kansas City as a community of readers



Secretary



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — November 17, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 17, 2009, 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 (by phone)
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim (by phone)

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Jordan Fields, Digital Project Manager
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director

OTHERS PRESENT: Mike Foley
Sara Shepherd
Maurice Smith

J. Kemper called the meeting to order at 4:30 p.m.

Motion by Dorsey to approve the minutes of the October 20, 2009 regular Board meeting and the November 3, 2009 special Board meeting (Strategic Planning Retreat). Second by Caulfield. 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.)

Howard Barnes arrived at 4:35 p.m.

Discussing the Consent Agenda, C. Kemper updated the Board on the Library's current finances, noting that the Library was looking at ways to control utility costs, such as turning off the lights at Central between its closing time and its cleaning later in the evening. J. Kemper suggested contacting the Library's utility company to get information on any programs or ideas that the Library might use to conserve energy.

C. Kemper introduced Mike Foley, who discussed the Library's dental, health, life and long term disability insurance plans.

Motion by Mayta to approve the Consent Agenda items before the Board. Second by Caulfield. 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 October 2009: Payroll (10/22/09 net cash \$252,424 plus taxes \$92,418) and (11/05/09 net cash \$208,780 plus taxes \$78,683), total amount of \$632,305; General Expense Payments including Checks (#145915-146253), in the amount of \$1,225,595. (LBM 3532)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for October 2009. (LBM 3533)

Move approval of the recommendation of the Chief Executive to renew a contract with Hartford for life and long term disability insurance at a cost to the Library of approximately \$22,332 for calendar year (plan year) 2010. (LBM 3534)

Move approval of the recommendation of the Chief Executive to renew the contract with Blue Cross Blue Shield of Kansas City for employee health insurance at a cost of approximately \$930,000 for plan year January 1, 2010-December 31, 2010. (LBM 3535)

Move approval of the recommendation of the Chief Executive to renew the contract with Assurant for dental insurance at a cost of approximately \$60,500 for plan year January 1, 2010 – December 31, 2010. (LBM 3536)

J. Kemper requested that Library staff provide a missing items report to the Board at its next Board meeting.

Motion by Daniel to approve the recommendation of the Executive Director to authorize an additional expenditure to J.E. Dunn of an amount not to exceed \$50,000 and an additional expenditure to SFS Architects of an amount not to exceed \$44,000.00. Second by Caulfield. Approved unanimously. (LBM 3537)

Motion by Bell to approve the recommendation of the Chief Executive to purchase technology equipment for the Bluford Branch renovation from Dell, ITG, and Cisco at a cost not to exceed \$92,000. Second by Daniel. Approved unanimously. (LBM 3538).

Motion by Mayta to approve the recommendation of the Chief Executive to adopt the strategic plan that was updated and revised by the Board of Trustees and staff at the November 3, 2009 strategic planning retreat. Second by Caulfield. Approved unanimously. (LBM 3531)

C. Kemper discussed the Director's Report with the Board. (LBM 3539) He noted that staff would present information to the Operations Committee on current security issues at the Library.

Fortunato discussed past and upcoming programming events at the Library, noting that the Library had received positive responses from the community on the *Meet the Past* programs that are being broadcast on KCPT.

Kositany-Buckner introduced Jordan Fields, who gave a presentation to the Board on KCRsearch Project and the Civil War Research Project, noting the partners and staff that she was working with on the projects.

Motion by Mayta to adjourn. Second by Daniel. Approved unanimously.

The meeting adjourned at 5:45 p.m.

Joan Caulfield
Secretary

5/13/10
Date

COMMITTEE NOTES

**Operations Committee Meeting
Kansas City Public Library
Board of Trustees
December 15, 2009**

The Operations Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 15, 2009, at 3:00 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Joan Caulfield, Chair
Rose Bell
Fran Daniel
Billie Howard Barnes
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey
Dave Mayta

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Terry Anderson, Director of Collection Management
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliot, Deputy Executive Director for Branch and Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Lis Ross, Reference Librarian
Debbie Siragusa, Chief Financial Officer

Caulfield called the meeting to order at 3:10 p.m.

C. Kemper introduced Anderson and Ross. Anderson began the presentation on the Library's Collection Development Plan. She discussed the purpose of the Collection Development Plan, its principles, the types of collection materials available at the Library, the collection selection process and the staff responsible for maintaining the collection.

J. Kemper arrived at 3:20 p.m.

Daniel and Howard Barnes arrived at 3:25 p.m.

Asked about the weeding process, Anderson stated that staff members weed the collection as time permits, and that weeding the collection was a time intensive process.

Anderson stated that new and planned processes for the Library's collection would include floating collections, collection teams among staff, more staff involvement and staff training on the collection process, annual inventories of collections, and more community involvement in the collection process.

C. Kemper stated that the Library was working to better define the core collection and to integrate the Kauffman Book Fund into the collection process.

Kositany-Buckner stated that a Collection Development policy would be presented at the January 2010 Board of Trustees meeting for consideration by the full Board.

Caulfield requested that an electronic copy of the Collection Development Plan be sent to the full Board.

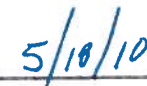
Motion by Daniel to adjourn. Second by Howard Barnes. Approved unanimously.

The meeting adjourned at 4:25 p.m.

Respectfully submitted,



Joan Caulfield, Chair
Operations Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — December 15, 2009

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 15, 2009, 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 (by phone)
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Director of Collection Management
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Jordan Fields, Digital Project Manager
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Sara Shepherd

J. Kemper called the meeting to order at 4:35 p.m.

Motion by Bell to approve the minutes of the November 17, 2009 regular Board meeting. Second by Caulfield. 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.)

Caulfield reported on the December 15, 2009 Operations Committee meeting. She stated that the Committee had met prior to the Board meeting to discuss the Collection Development Plan at the Library, and that a policy would be brought to the Board of

Trustees in January 2010 to the full Board. She also requested that the Collection Development Plan be sent to the full Board.

C. Kemper updated the Board on the Strategic Plan. (LBM 3540)

Discussing the Consent Agenda, C. Kemper updated the Board on the Library's current finances, noting that the Library would only need to pay back half of what the Library budgeted for the 2009 protested tax revenue, over a two year period.

Motion by Howard Barnes to approve the Consent Agenda items before the Board. Second by Dorsey. 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 November 2009: Payroll (11/19/09 net cash \$220,253 plus taxes \$83,960) and (12/03/09 net cash \$219,501 plus taxes \$84,220), total amount of \$607,934; General Expense Payments including Checks (#146254-146523), in the amount of \$1,204,391. (LBM 3541)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for November 2009. (LBM 3542)

Motion by Howard Barnes to approve the recommendation of the Chief Executive to purchase the audio/visual system for the Bluford Branch and its installation from CTI at a cost not to exceed \$50,000. Second by Bell. Approved unanimously. (LBM 3543)

Motion by Mayta to approve the recommendation of the Chief Executive to authorize the purchase of VITAL software from VTLIS at a cost of \$77,200. Second by Dorsey. Approved unanimously. (LBM 3544)

Discussing the proposed naming of the Bluford Children's Library, C. Kemper stated that the Library would display Diane Yukon Brownstone's favorite book (which she donated to the Library) in a display case in the Children's Library; however, this book display was not a condition of the gift and could be relocated if needed.

Motion by Bell to place consideration of naming the Bluford Children's Library the "Diane Yukon Brownstone Children's Library" on the Calendar for the January 2010 Board of Trustees meeting. Second by Dorsey. Approved unanimously. (LBM 3545)

Discussing the proposed 2010 Board and Committee meeting calendar, C. Kemper stated that the proposed calendar was for the Board's information and feedback and that the Board will consider affirming the proposed calendar at its January 2010 meeting. (LBM 3546)

C. Kemper discussed the Director's Report with the Board. (LBM 3547) Discussing the draft of the Benefits Statement for the Community of Readers Goal in the Strategic Plan, he noted that the statement was a rough draft and that he would produce a more developed draft for the January 2010 Board meeting. He also updated the Board on current issues related to TIF/Tax Abatement, noting that Terry Ward was working with

the Library and other Missouri public libraries to suggest reforms to the State's TIF/Tax Abatement process.

Fortunato discussed past and upcoming programming events at the Library. He stated that the ongoing Orval Hixon exhibit would be entitled "Shooting Stars". He also stated that the Public Affairs department is producing a new program calendar design that would cost less to copy and allow for greater distribution. At the request of the Board, Fortunato passed around a mock-up copy of the proposed new calendar. J. Kemper expressed concerns about the readability of the calendar, given the small font size. Fortunato stated that the calendar could have a larger font size if needed.

Bell stated that she had heard positive feedback from the community on the Library's programming.

Siragusa stated that the Kansas City Club was interested in contracting with the Library for parking space at the Library's garage. The contract would have a 30 day quit clause. C. Kemper stated that the Library would monitor the parking to make sure that the Kansas City Club parking was not inconveniencing Library patrons parking in the garage.


C. Kemper presented each Trustee with a copy of *Photo Nomad* by author David Douglas Duncan, who donated the books to the Library. C. Kemper stated that the Library was in the process of distributing copies of the book to the Kansas City community.

Motion by Dorsey to adjourn. Second by Mayta. Approved unanimously.

The meeting adjourned at 5:45 p.m.



Secretary



Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
December 17, 2009**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Thursday, December 17, 2009, at 2:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Claudia Oñate Greim, Chair
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Peggy Doncevic, Project Management Specialist
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations (by phone)
Mary Thompson, Bluford Children's Librarian

Oñate Greim called the meeting to order at 3:05 p.m.

C. Kemper stated that the grand re-opening date for the Lucile H. Bluford Branch ("Bluford Branch") would be a two day event, February 26th and February 27th, 2010. Although Library staff members were working to finalize the plans for the grand re-opening, the current plan was to have a major speaker on the evening of February 26th, and to have Congressman Cleaver cut the ribbon on February 27th and re-open the Bluford Branch to the general public.

J. Kemper arrived at 3:07 p.m.

Dorsey arrived at 3:10 p.m.

Kositany-Buckner stated that staff would begin moving in shelving next week, and that a tour of the Bluford Branch would be provided at the January 7, 2010 Committee meeting.

Fortunato discussed the exhibit designs for both the Neighborhood History Exhibit and Ms. Lucile H. Bluford Exhibit. J. Kemper suggested that the Neighborhood History Exhibit should have more information on the 1968 Kansas City riot, and should note that the riot was a result of the assassination of Dr. Martin Luther King, Jr. He also suggested that the picture captions be moved above the pictures to allow for greater visibility, and that John Bluford be shown a copy of the exhibit designs for his feedback. He also requested that the Library and its community partners attempt to identify as many people in the exhibit photographs as possible.

Fortunato stated that a full size mock-up of the exhibit displays would be made and shown to the Committee to gauge the readability of the exhibits.

Caulfield suggested that the Library have public "take-aways", such as bookmarks, produced for the grand re-opening. C. Kemper stated that this could be done, and the Committee requested that a sample "take-away" be produced for the January 7, 2010 Committee meeting.

J. Kemper suggested creating a neighborhood award, sponsored by the Library, which could be announced at the grand re-opening. The Committee considered several possible achievements that the award could recognize, such as excellence in journalism or academics. Oñate Greim suggested that Library staff brainstorm what the award would recognize, as well as the process for recognition, and report their suggestions to the Committee at a future meeting.

Kositany-Buckner stated that the service delivery plan for the Bluford Branch was designed to break down the central service desk model, and that the service delivery plan would be discussed in detail at the January 7, 2010 Committee meeting.

C. Kemper stated that the budget for the grand re-opening was approximately \$7,000. J. Kemper suggested finding sponsors for the event, and C. Kemper stated that the Library was looking for sponsors for the event, as well as donors for computers and other facility needs. He also stated that the Library was still planning to involve the Kansas City Public Library Foundation in fundraising activities for the Bluford Branch.

Motion by J. Kemper to adjourn. Second by Caulfield. Approved unanimously.

The meeting adjourned at 3:00 p.m.



Claudia Oñate Greim, Chair
Building Oversight Committee

12/17/09

Date

MINUTES

**Kansas City Public Library Board of Trustees
Regular Meeting — January 19, 2010**

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, January 19, 2010, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Rose Marie Bell
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

OTHERS PRESENT: Sara Shepherd

J. Kemper called the meeting to order at 4:30 p.m.

J. Kemper turned over chairmanship of the meeting to the Chief Executive for the election of officers. C. Kemper asked for nominations. **Motion by Dorsey to elect the current slate of officers for another term as follows: Joan Caulfield, Secretary/Treasurer; David Mayta, Vice-President; Jonathan Kemper, President. Second by Dixon.** C. Kemper asked if there were any other names for consideration. There were none. **Approved unanimously.** The Chief Executive returned the chairmanship of the meeting to the President.

C. Kemper discussed the Board Calendar for calendar year 2010. (LBM 3548)

Motion by Mayta to approve the minutes of the December 15, 2009 Operation Committee meeting, the December 15, 2009 regular Board meeting, and the December 17, 2009 Building Oversight Committee meeting. Second by Dorsey.

↗

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.)

Oñate Greim reported on the December 17, 2009 Building Oversight Committee meeting. She stated that there would be a Building Oversight Committee meeting on January 22, 2010 at noon. C. Kemper noted that the Lucile H. Bluford Branch Grand Re-Opening had been moved to March 5th and March 6th, 2010, and that an email would be sent to the Board with this new re-opening information.

C. Kemper updated the Board on the Strategic Plan. (LBM 3549)

Discussing the Consent Agenda, C. Kemper updated the Board on the Library's current finances, reviewing the Library's 2009 – 2010 budget for the past six months. He noted that revenues were tracking closely to what had been budgeted, and that some money had been saved on the security budget due to the Lucile H. Bluford Branch's temporary closing for re-modeling.

Howard Barnes arrived at 4:45 p.m.

Motion by Dorsey to approve the Consent Agenda items before the Board. Second by Bell. 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 December 2009: Payroll (12/17/09 net cash \$221,394 plus taxes \$84,093) and (12/31/09 net cash \$211,035 plus taxes \$79,339) and (01/14/10 net cash \$210,002 plus taxes \$81,490), total amount of \$887,352; General Expense Payments including Checks (#146524-146829), in the amount of \$1,686,889. (LBM 3550)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for December 2009. (LBM 3551)

Move approval of the recommendation of the Chief Executive to authorize the renewal of the contract with ADP, Inc. (ADP) to provide finance and human resources services and software solutions, at a cost not to exceed \$35,000 annually. (LBM 3552)

Motion by Daniel to approve the recommendation of the Chief Executive to adopt the attached Budget Calendar for Fiscal Year 2010–2011. Second by Dixon. Approved unanimously. (LBM 3553)

Discussing the proposed contract with Doolin Ward Consulting, C. Kemper stated that the Library had partnered with the Mid-Continent Library System ("Mid-Continent") to move forward in creating a state-wide initiative to create model legislation for alternative approaches to economic development incentives. Mid-Continent would act as the fiscal agent in the partnership, and the Library would act as the organizational agent. To start the process, a contract would need to be executed with Terry Ward of Doolin Ward Consulting to conduct research that would update his database on the impact of tax abatement and diversion in the State. The proposed contract would be contingent on the availability of funding, and the Library's contractual obligation would not exceed \$5,000.

J. Kemper suggested that Library staff consult with the Civic Council staff and the Library's attorneys to evaluate the best structure for the proposed initiative. He also suggested that the length of the engagement and structure for the proposed initiative be provided to the Board.

Motion by Daniel to approve the recommendation of the Chief Executive to authorize a contract with Doolin Ward Consulting to conduct research and coordinate an economic development incentive model of legislation project for a total cost not to exceed \$40,000, contingent upon available funding, that the Library's contractual obligation does not exceed \$5,000, and that the Board's Executive Committee is able to review the proposed structure and length of engagement for the initiative prior to the execution of the contract. Second by Dorsey. Approved unanimously. (LBM 3554)

C. Kemper discussed the Director's Report with the Board. (LBM 3555) He talked about the Jackson County lawsuit against the City of Kansas City regarding current TIF practices, and updated the Board on the Google book settlement and its potential impact to Library users.

Fortunato discussed past and upcoming programming events at the Library.

C. Kemper and Kositany-Buckner updated the Board on work of the Technology Advisory Council.

C. Kemper stated that he did not anticipate any major tax revenue shortfalls, and if any shortfall were to develop the Library would be able to respond by using hiring freezes and reducing materials purchases.

Dorsey left at 5:35 p.m.

C. Kemper noted that the Board had been sent the Master Project Planning Spreadsheet, and that a copy was in the Trustees' binders.

Motion by Bell to adjourn. Second by Howard Barnes. Approved unanimously.

The meeting adjourned at 5:50 p.m.



Secretary



Date

COMMITTEE NOTES

**Building Oversight Committee Meeting
Kansas City Public Library
Board of Trustees
January 22, 2010**

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Friday, January 22, 2010, at 12:00 p.m. at the Bluford Branch Library, 3050 Prospect Avenue, Kansas City, Missouri.

OTHER BOARD MEMBERS PRESENT:

David Mayta (Acting Chair)
Fran Daniel
Leon Dixon

COMMITTEE MEMBERS ABSENT:

Claudia Oñate Greim (Chair)
Joan Caulfield
Olivia Dorsey
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Peggy Doncevic, Project Management Specialist
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Cheptoo Kositany-Buckner, Deputy Director
Debbie Siragusa, Chief Financial Officer

At 12:05 p.m., Kemper and Kositany-Buckner gave a tour of the Lucile H. Bluford Branch ("the Branch"), and discussed the layout of the Branch, highlighting specific areas such as the teen area, the children's area, the staff break room, restrooms, and the Lucile H. Bluford and neighborhood history exhibits. She noted that the copiers in the Library would provide a needed copy center in the community.

Discussing the collection, Kositany-Buckner noted that the Branch would not have a reduction in its collection size, and that the Branch's collection would retain approximately 35,000 items.


Daniel arrived at 12:35 p.m.

Kositany-Buckner, Fortunato and Kemper discussed the community input and involvement that went into the design of the renovated Branch, including the exhibits. Kositany-Buckner commended Doncevic and Clark for their hard work in preparing the Branch for the grand re-opening.

The meeting concluded at 1:00 p.m.



David Mayta, Acting Chair
Building Oversight Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — February 16, 2010

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, February 16, 2010, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Rose Marie Bell
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

J. Kemper called the meeting to order at 4:35 p.m.

Motion by Daniel to approve the minutes of the January 19, 2010 regular Board meeting and the January 22, 2010 Building Oversight Committee meeting. Second by Bell. 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.)

Dorsey arrived at 4:36 p.m.

Mayta, who served as acting chair at the January 22, 2010 Building Oversight Committee meeting, reported on the meeting.

C. Kemper updated the Board on the Strategic Plan. (LBM 3556)

C. Kemper updated the Board on security issues at the Library.

Motion by Mayta to approve the Consent Agenda items before the Board. Second by Dorsey. 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 January 2010: Payroll (01/28/10 net cash \$202,689 plus taxes \$78,319) and (02/11/10 net cash \$202,764 plus taxes \$78,375), total amount of \$562,147; General Expense Payments including Checks (#146830-147065), in the amount of \$620,481. (LBM 3557)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for January 2010. (LBM 3558)

C. Kemper discussed the Director's Report with the Board. (LBM 3559) He informed the Board of the ordinance passed by the City Council of Kansas City, which gives other taxing jurisdictions, including the Library, more authority in the TIF process. Oñate Greim, who also serves as Chair of the TIF Commission, noted that the ordinance was helpful to reform the TIF process, and that TIF Commission staff are working to implement the new policies.

C. Kemper stated that the Library would still continue to partner with Mid-Continent Library and other Missouri libraries to propose model legislation for the TIF process.

Fortunato discussed past and upcoming programming events at the Library.

Motion by Mayta to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Bell. Approved unanimously.

The Board was in closed session from 5:35 p.m. until 5:50 p.m. No action was taken.

The meeting concluded at 5:50 p.m.



Secretary



Date

COMMITTEE NOTES

**Executive Committee Meeting
Kansas City Public Library
Board of Trustees
February 26, 2010**

The Executive Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Friday, February 26, 2010, at 2:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Jonathan Kemper (Chair)
Joan Caulfield
David Mayta

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Debbie Siragusa, Chief Financial Officer

J. Kemper called the meeting to order at 2:15 p.m.

Motion by Caulfield to to convene a closed session under 610.021(1) and 610.021(3) to discuss legal and personnel issues. Second by Mayta. Approved unanimously.

The Committee was in closed session from 2:15 p.m. until 3:55 p.m. The Committee reported that it had reviewed and approved the contract with Doolin Ward Consulting in accordance with the motion approved by the Board of Trustees at the January 19, 2010 Board meeting, and that the consultant would provide reports to the Chief Executive and Board of Trustees President on a regular basis. The Committee also reported that the Chief Executive had discussed with the Committee that the Library join with other community organizations in a statement of support advertisement for the Kansas City Missouri School District School Board and Superintendent, and that the Committee had accepted participating in this advertisement.

The meeting concluded at 3:55 p.m.



Jonathan Kemper, Chair
Executive Committee

5/18/10

Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
March 19, 2010**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, March 19, 2010 at 3:30 p.m. at the Black Archives of Mid-America, Inc. Building, 1722 Woodland Avenue, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Rose Marie Bell
Leon Dixon
Billie Howard Barnes
Jonathan Kemper (ex officio)

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Cheptoo Kositany-Buckner, Deputy Director
Heather Pedersen, Administrative Assistant

OTHERS PRESENT:

Taylor Fields, Trustee- Black Archives of Mid-America, Inc.
Barbara Peterson, Chairperson- Black Archives of Mid-America, Inc.
Kimberlee Ried, Trustee- Black Archives of Mid-America, Inc.

Dorsey called the meeting to order at 3:45 p.m.

Peterson discussed the floor plan and facility usage of the Black Archives of Mid-America, Inc.'s ("Black Archives") new facility. She stated that the Full Employment Council (FEC) was in the process of moving into the facility, and the University of Central Missouri has expressed an interest in becoming a tenant. Also, the Kansas City Buffalo Soldiers organization would be given courtesy usage of the facility.

Discussing the Black Archives' exhibits, Peterson reported that Eisterhold Associates, Inc. would be the exhibit designer. The opening for the Black Archives exhibit area will likely take place in late Fall or Winter 2010. However, the Archives is considering hosting some events prior to the exhibit opening to introduce the community to the facility and to build community support. Two events that are currently being planned are

a Juneteenth celebration and hosting a reception for the NAACP National Convention in July 2010.

Discussing the Alvin Ailey collection, C. Kemper stated that the Black Archives is continuing its discussion with Alan Gray, who owns the collection, to formalize the long-term loan of the Alvin Ailey materials. He also stated that the Sprint Foundation would help pay for the collection maintenance, and that both parties could review the long-term loan agreement periodically to evaluate whether to continue the loan agreement.

J. Kemper arrived at 4:20 p.m.

Discussing the search for an executive director for the Black Archives, Peterson stated that the Black Archives board of trustees is in the process of finalizing the skill requirements for the position, and is in the process of creating a search committee. Howard Barnes asked if there was a specific date that the Board hoped to have selected an executive director, and Peterson stated that there was no specific deadline for selection, and the Black Archives board of trustees would prioritize finding the right candidate for the position.

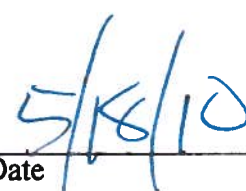
Discussing the Black Archive's fundraising efforts, Peterson shared that the Black Archive's tax credits would net approximately \$200,000 to fund operations; additionally, \$400,000 would go to a reserve fund, approximately \$10,000 of which could be spent each year. She stated that with the funds from the tax credits, the John Hope Franklin Fund, rental fees from tenants, and the Kauffman Foundation and other foundations, the Black Archives should cover operational expenses for the next two to three years. The Black Archives has a fundraising committee chaired by C. Kemper, and both the Sprint Foundation and Bank of America have committed to donating funds to the Black Archives. Also, there is a possibility that the Black Archives may get a federal appropriation via Congressman Cleaver's office.

Discussing the Library's Memorandum of Understanding with the Black Archives, C. Kemper stated that the Library would begin joint programming with the Black Archives when the Black Archives became operational. J. Kemper asked if the Black Archives materials could be found on the Library's website, and C. Kemper said that although the information was not currently available, Library staff were exploring how to integrate the Black Archives materials into the Library's website.

The meeting adjourned at 5:20 p.m.



Olivia Dorsey, Chair
Ad Hoc Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — March 23, 2010

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, March 23, 2010 at 4:30 p.m. at the Lucile H. Bluford Branch, 3050 Prospect, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Rose Marie Bell
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Bluford Branch Manager
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Heather Pedersen, Administrative Assistant
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Jane Jacobs

J. Kemper called the meeting to order at 4:30 p.m. He congratulated Oliver Clark on the successful re-opening of the Lucile H. Bluford Branch. Clark pointed out some of the technological features of the renovated meeting room, such as the new display monitors and speaker system. C. Kemper noted that a large number of patrons at the Bluford Branch were using the Library's computers, and that various age groups were utilizing the Bluford Branch's services.

Motion by Caulfield to approve the minutes of the February 16, 2010 regular Board meeting and the February 26, 2010 Executive Committee meeting. Second by Dorsey. 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.)

J. Kemper reported on the February 26, 2010 Executive Committee meeting, noting that the meeting was a preliminary meeting for the Chief Executive's review process, and that he was preparing a list of goals for the Chief Executive based on the information discussed at the meeting. Dorsey reported on the March 19, 2010 Ad Hoc Committee on the Black Archives of Mid-America, Inc., noting that the Black Archives of Mid-America, Inc. ("Black Archives") had made progress in finding additional tenants for the new Black Archives facility, with the Full Employment Council (FEC) in the process of moving into the facility and University of Central Missouri expressing an interest in becoming a tenant, and that the Black Archives exhibit opening had been pushed back from July 2010 to next Fall or Winter 2010. Also, Eisterhold Associates, Inc. would be the exhibit designer, and the Black Archives Board of Trustees is in the final stages of reviewing skill requirements for the Black Archives' executive director in preparation for a candidate search for that position. C. Kemper added that the Black Archives' fundraising efforts had raised funds from both the Sprint Foundation and Bank of America, and had requested a federal appropriation via Congressman Cleaver's office.

C. Kemper updated the Board on the Strategic Plan. (LBM 3560) He presented the Board with an inventory of the Library's reading activities and initiatives, per the Strategic Plan. J. Kemper asked if there were metrics that could be applied to the list to objectively measure the success of the initiatives. C. Kemper stated that current reading initiative metrics that the Library reviews include attendance at programs, participation in book programs, and involvement in the Summer and Winter reading programs. The Board currently gets monthly statistics on school visits and program attendance numbers. J. Kemper suggested that Library staff review the statistical data metrics to determine what programs have been successful and what programs might need to be phased out.

Bell, Daniel and Howard Barnes arrived at 4:50 p.m.

Motion by Caulfield to approve the Consent Agenda items before the Board. Second by Dorsey. 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 February 2010: Payroll (02/25/10 net cash \$271,729 plus taxes \$111,457) and (03/11/10 net cash \$206,340 plus taxes \$79,488), total amount of \$669,014; General Expense Payments including Checks (#147066-147392), in the amount of \$949,216. (LBM 3561)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for February 2010. (LBM 3562)

Discussing the Library's tax levy for 2010, Siragusa explained that the Library was statutorily required to project a non-binding tax levy and submit it to the county clerk no later than April 8th of each year. She stated the proposed memo before the Board would give the Chief Executive the authority to informally project the nonbinding tax levy. C. Kemper stated that the Board would re-visit the tax levy issue and set the final 2010 tax levy in August 2010.

Motion by Mayta to approve the recommendation of the Chief Executive to designate the Chief Executive to informally project the Library's nonbinding tax

**levy for tax year 2010 pursuant to the provisions of 137.243(1) RSMo (2008).
Second by Dixon. Approved unanimously. (LBM 3563)**

C. Kemper discussed the Director's Report with the Board. (LBM 3564) He discussed the recent analysis done by The Boston Consulting Group for the Economic Development Council, which reported limited economic growth for Kansas City compared to its peer group. He also provided the Board with an analysis by Siragusa which showed the total percentage of Library revenues impacted by tax increment financing (TIF) and tax abatement to be 20.4%. He stated that the Library would continue to partner with Mid-Continent Library and other Missouri libraries to propose model legislation for the TIF process.

Fortunato discussed past and upcoming programming events at the Library, including efforts to promote the upcoming Big Read initiative.

C. Kemper discussed his efforts to support Superintendent Covington's plan for restructuring the Kansas City public schools, and mentioned that the Library would explore working with the civic and business community to help find uses for the closed school buildings.

Discussing recent security issues at the Library, C. Kemper recommended a special Board meeting to discuss ongoing security issues and concerns with the Board in greater detail.

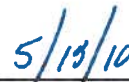
Dixon presented C. Kemper with four copies of video recordings done by the Learning Center of senior citizens that will help preserve the history of the Kansas City community.

Motion by Daniel to adjourn. Second by Bell. Approved unanimously.

The meeting adjourned at 5:52 p.m.



Secretary



Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees May 25, 2010

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 25, 2010, at 3:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT:

David Mayta (Chair)
Joan Caulfield (by phone)
Jonathan Kemper (ex officio)

STAFF PRESENT:

Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director
Debbie Siragusa, Chief Financial Officer

Mayta called the meeting to order at 3:00 p.m.

Siragusa discussed budget planning for the upcoming 2010 – 2011 fiscal year. She stated that the budget for the upcoming 2010 – 2011 fiscal year will likely be similar to the current fiscal year's budget. She noted that Crosby Kemper, the Library's Chief Executive, was unable to attend due to illness, but that she believed that his three budget priorities include:

- Maintaining the Library's capital budget
- Providing a small salary increase to employees
- Maintaining the Library's materials budget and operations

She stated that she hoped to get input from the Committee prior to bringing the preliminary budget for the 2010 – 2011 fiscal year to the full Board of Trustees for consideration in June 2010. She discussed suggested budget priorities, which included:

- A standard employee merit increase (up to 4% based on performance evaluations)
- Filling strategic library service positions that were left unfilled due to the hiring freeze (including a Public Services Director level position)
- Reading programs for teen/youth programs
- Computer replacement and software upgrades
- Capital outlay maintenance at all branches
- Reinstate professional development for staff

Discussing the possibility of a standard employee merit increase, Kannady stated that surveys of other libraries indicated that most other Missouri libraries had offered a pay adjustment increase for its employees. Kannady stated that returning to a standard employee merit increase would be competitive to what other libraries are offering to their employees. Siragusa stated that offering a standard merit increase in fiscal year 2010 – 2011 would require an additional \$150,000 in fiscal

year 2011 – 2012, which would be a small part of the Library’s overall budget. Mayta, Kemper and Caulfield indicated that the standard employee merit increase should be a top priority. Kemper expressed concerns about whether a salary increase would be sustainable. Siragusa stated that, based on historical tax revenue data and improvements in the tax collection process, she believed the merit increase could be sustainable.

Kemper suggested that some of the teen/youth programs could be funded with the Kauffman grant, as the grant money is no longer specific to programs at the Central Library.

Kemper suggested that the Library should ensure that events expenses, including salaries for the staff involved in scheduling and setting up events, are not greater than events revenues, so that events held at the Library do not take away funds from the Library.

Kemper suggested that job positions should be filled based on the needs outlined in the strategic plan.

Siragusa stated that she would present a preliminary budget for fiscal year 2010 - 2011 to the Committee in June 2010.

The meeting adjourned at 4:20 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee

7/13/10

Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees June 11, 2010

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Friday, June 11, 2010, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: David Mayta (Chair)
Jonathan Kemper (ex officio)

MEMBERS ABSENT: Joan Caulfield

OTHER TRUSTEES PRESENT: Olivia Dorsey

STAFF PRESENT:
Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Director of Public Affairs
and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director
Debbie Siragusa, Chief Financial Officer
Kaite Stover, Head of Central Library Readers
and Circulation Services

Mayta called the meeting to order at 3:35 p.m.

C. Kemper noted that libraries across the country were having financial problems due to the economic recession, but that the Library's finances, while historically not as good as the finances in previous years, were good. He noted that the proposed budget for the new fiscal year did not change much from the budget for the previous fiscal year.

Siragusa requested that the Committee first consider the proposed budget revision for FY 2009 – 2010. (LBM 3571) Siragusa explained that there was a need to revise the FY 2009 – 2010 Operating Budget and other funds based on activity related to the bond issue for the acquisition of the Central Library. She recommended that a new fund, the Building Corporation – Debt Service Fund (“Debt Service Fund”), be created to account for the bond activity and debt service and to establish a budget for the bond activity and debt service.

Motion by Dorsey to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and the Chief Executive to adopt a revised 2009 – 2010 Library Operating Budget General Fund of \$18,094,683, a revised Capital Development Fund

budget of \$9,451,032, approve a new Building Corporation – Debt Service Fund Budget of \$743,004 and approve changes in fund transfers as noted on the attached schedules. Second by J. Kemper. Approved unanimously. (LBM 3571)

Discussing the proposed preliminary budget report for FY 2010 – 2011 (LBM 3570), C. Kemper and Siragusa went through the budget line items with the Committee. J. Kemper requested that information on how many Library employees were above their respective salary range be given to the Board on an annual basis should it become material to the Library’s budget. C. Kemper stated that he and Baker planned to concentrate on fundraising for operational activities.

Motion by Dorsey to refer to the Board of Trustees the recommendation of the Finance and Audit Committee and the Chief Executive to adopt a preliminary 2010 – 2011 Library Operating Budget (General Fund) of \$17,866,822, Gifts/Grants Fund Budget of \$968,000, Building Corporation – Debt Service Fund Budget of \$612,844, Capital Development Fund Budget of \$100,000, and Library Parking Garage (Enterprise Fund) budget of \$376,673, and approve changes in fund transfers as noted on the attached schedules. Second by J. Kemper. Approved unanimously. (LBM 3570)

Motion by J. Kemper to adjourn the meeting. Second by Dorsey. Approved unanimously.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting — June 15, 2010

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, June 15, 2010 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
Fran Daniel
Leon Dixon
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services Supervisor
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Jordan Fields, Digital Project Manager
Henry Fortunato, Director of Public Affairs and Communication
Kathleen Hinton, Senior Financial Accountant
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator
Steve Woolfolk, Communications Specialist

OTHERS PRESENT: Jane Jacobs

J. Kemper called the meeting to order at 4:30 p.m.

Motion by Caulfield to approve the minutes of the April 20, 2010 regular Board meeting and the March 23, 2010 regular Board meeting, the May 18, 2010 special Board meeting on security issues, and the May 25, 2010 Finance and Audit Committee meeting Second by Bell. 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 to the Board on the May 25, 2010 and June 11, 2010 Finance and Audit Committee meetings. He noted that on June 11, 2010 the Finance and Audit Committee had reviewed the preliminary budget report for FY 2010 – 2011 (LBM 3580) and the proposed budget revision for FY 2009 – 2010 (LBM 3581), both of which would be considered by the Board later in the meeting.

C. Kemper updated the Board on the strategic plan (LBM 3572).

Anderson gave a presentation to the Board on the Library's databases, which included an analysis of the usage and costs of the Library's databases. Anderson and Kositany-Buckner stated that Library staff would receive more training on the databases so that staff would be more familiar with the database resources that are available at the Library, and Caulfield requested that Trustees be invited to attend the training sessions.

Motion by Dorsey to approve the Consent Agenda items before the Board. Second by Caulfield. Approved unanimously. The following items were approved as part of the Consent Agenda (NOTE: Because the May 2010 regular Board of Trustees meeting was cancelled, the expenditure authorizations and financial reports for April 2010 were considered by the Board in June 2010):

Move approval of the recommendation of the Chief Executive to authorize the following expenditures for April 2010: Payroll (04/22/10 net cash \$210,690 plus taxes \$80,505) and (05/06/10 net cash \$202,973 plus taxes \$78,772), total amount of \$572,940; General Expense Payments including Checks (#147664-147974), in the amount of \$1,032,008. (LBM 3573)

Move approval of the recommendation of the Chief Executive to authorize the following expenditures for May 2010: Payroll (05/20/10 net cash \$212,348 plus taxes \$82,008) and (06/03/10 net cash \$208,180 plus taxes \$82,157), total amount of \$584,693; General Expense Payments including Checks (#147975-148259), in the amount of \$944,966. (LBM 3574)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for April 2010. (LBM 3575)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for May 2010. (LBM 3576)

Move approval of the recommendation of the Chief Executive to renew a contract with Unique Management Services, Inc. for assistance with materials recovery at a price not to exceed \$8.95 per account submitted (contract effective July 1, 2010 to June 30, 2011). (LBM 3577)

Move approval of the recommendation of the Chief Executive to authorize payment for the renewal of licensing for the fund accounting software (Financial Edge) and fundraising software (Raiser's Edge) with Blackbaud, at a price not to exceed \$16,739 (contract to be effective July 1st, 2010 through June 30th, 2011). (LBM 3578)

Move approval of the recommendation of the Chief Executive to execute contracts with various vendors to renew & begin licensing for library access to online databases at a price not to exceed \$ 397,710 (contracts will expire June 30, 2011). (LBM 3579)

Caulfield left the meeting at 5:30 p.m.

Discussing the budget priorities and proposed budget for FY 2010 – 2011, C. Kemper stated that his priorities for the budget were to maintain capital expenditures, maintain the appropriate level of staffing, and to provide a standard employee merit increase (up to 4% based on performance evaluations). He noted that the budget was very similar to the previous year's budget. Siragusa noted that a budget revision to the FY 2009 – 2010 budget was needed to account for the activity related to the bond issue for the acquisition of the Central Library.

Motion by Mayta to approve the recommendation of the Finance and Audit Committee and Chief Executive to adopt a preliminary 2010 – 2011 Library Operating Budget (General Fund) of \$17,866,822, Gifts/Grants Fund Budget of \$968,000, Building Corporation – Debt Service Fund Budget of \$612,844, Capital Development Fund Budget of \$100,000, and Library Parking Garage (Enterprise Fund) budget of \$376,673, and approve changes in fund transfers as noted on the attached schedules. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3580)

Motion by Mayta to approve the recommendation of the Finance and Audit Committee and the Chief Executive to adopt a revised 2009 – 2010 Library Operating Budget General Fund of \$18,094,683, a revised Capital Development Fund budget of \$9,451,032, approve a new Building Corporation – Debt Service Fund Budget of \$743,004 and approve changes in fund transfers as noted on the attached schedules. (NOTE: As this action was recommended by the Finance and Audit Committee, no second was needed.) Approved unanimously. (LBM 3581)

Motion by Dixon to approve the recommendation of the Chief Executive to authorize purchase of public computers from World Wide Technology at a cost not to exceed \$113,131. Second by Dorsey. Approved unanimously. (LBM 3582)

Motion by Bell to approve the recommendation of the Chief Executive to purchase technology equipment and software from the vendors as listed in the summary, at a cost not to exceed \$237,000. Second by Dixon. Approved unanimously. (LBM 3883)

C. Kemper discussed the Director's Report with the Board. (LBM 3584) Discussing the Black Archives of Mid-America, Inc. ("Black Archives"), he stated that a job description for the executive director position at the Black Archives had been finalized. Dorsey requested that a copy of this job description be sent to the Board.

Fortunato discussed past and upcoming programming events at the Library.

Motion by Dorsey to convene a closed session under 610.021(3) RSMo to discuss personnel issues. Second by Barnes. Approved unanimously.

The Board was in closed session from 6:00 p.m. until 6:20 p.m. No action was taken.

The meeting adjourned at 6:20 p.m.

Joan Caulfield
Secretary

9-20-10
Date