

MINUTES

Kansas City Public Library Board of Trustees Special Board Meeting—July 10, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, April 24, 2007, at 12:00 noon at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Olivia Dorsey
Trudy Jonas

MEMBERS ABSENT: Evert Asjes III
Enrique Chaurand, Jr.
Billie Howard Barnes

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Henry Fortunato, Public Affairs Director
Gayla Honeycutt, Senior Services Librarian
Cheptoo Kositany-Buckner, Deputy Director for Operations
Mark Nordike, IT Director

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

J. Kemper began by reviewing the history of the proposed naming opportunities and donor recognition policy changes:

- The discussion began in an effort to develop a more deliberate process for naming opportunities and donor recognition
- C. Kemper proposed changes to the board to clarify the existing naming opportunities and donor recognition policies

The Board discussed whether the proposed policy changes should be returned to the Board's calendar or if it could be approved at the Special Meeting. J. Kemper ruled that because the suggested revisions to the proposed changes did not constitute a material change, but only clarified the language, and that the policy changes were already on the Board calendar, the Board could approve the policy changes at the Special Meeting.

Motion by J. Caulfield to accept the submitted proposals with suggested revisions so that the policies will read:

418. Naming Library Facilities

The Board of Trustees shall have sole responsibility for naming or renaming Library facilities and/or subunits of facilities. Generally, facilities shall be

named with a preference for geographic or functional designations. Exceptions may be considered when there is a strong community desire for a specific name for a facility, when the Board desires to honor an individual for outstanding contributions in keeping with the nature and mission of the Library, or when a donor or donors desire a specific designation for a facility and contributes significantly to the construction cost of the facility or makes an equivalent contribution to the Library endowment. The Chief Executive shall be responsible for developing guidelines and administrative procedures to effectively consider such exceptions.

All naming requests will be brought before the Board for their approval with exceptions to policy explicitly noted.

The Chief Executive will provide background material on the designee, proposed wording for recognition, reasons for the recognition, and justification of costs and donations at a Board meeting for approval at a future Board of Trustees meeting.

419. Renaming Library Facilities

If a distinctive named Library facility is relocated, substantially remodeled, or converted to use other than its original use, the facility may be renamed to reflect the association of changed geography, new donors or community interests related to the changing facility. In such instances, the original name shall be honored in an appropriate manner.

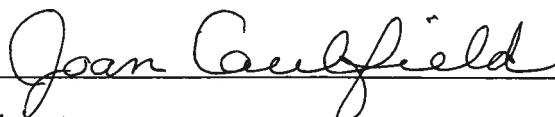
The Board of Trustees shall have sole responsibility for renaming Library facilities and/or subunits of facilities, and all such requests will be brought to the Board as outlined in Board Policy 418.

612. Fund Raising Development

The Chief Executive shall be responsible for working with the Board, the Staff and the community to establish formal channels for soliciting and receiving gifts and grants as part of an ongoing development program.

Second by Olivia Dorsey. Approved unanimously. (LBM 3238)

The special meeting was adjourned at 5:10 p.m.


Secretary

8-16-07
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—July 17, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, July 17, 2007, 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
Evert Asjes III
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Purchasing and Distribution
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Peggy Doncevic, Project Management Specialist
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Lawana Gibson, Executive Services
Helma Hawkins, Director of Youth Services
Gayla Honeycutt, Senior Outreach Librarian
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director

OTHERS PRESENT: Monte Giddings
Barbara Peterson
Kimberlee Ried
Sara Shepherd
Airick Leonard West

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

Motion by O. Dorsey to approve the minutes of the June 18, 2007 Finance Committee meeting, the June 19, 2007 regular Board meeting, the July 10, 2007 special Board meeting, and the July 13, 2007 Building Oversight Committee meeting. Second by E. Chaurand. 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.)

Motion by E. Asjes to bring the Consent Agenda items before the Board. Second by E. Chaurand. Approved unanimously.

Motion by O. Dorsey to approve the Consent Agenda. Second by D. 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 June 2007: Payroll (06/15/07 net cash \$220,364 plus taxes \$88,955) and (06/29/07 net cash \$215,982 plus taxes \$86,349), total amount of \$611,649; General Expense Payments including Checks (#137153-137463), in the amount of \$1,076,983. (LBM 3239)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for June 2007. (LBM 3240)

Move approval of the recommendation of the Chief Executive to authorize the payment of \$410,685.21 to the Public School Retirement System on or before December 31, 2007, as the Library's contribution for the 2006 calendar year. (LBM 3241)

Move approval of the recommendation of the Chief Executive to authorize renewal of the *Microsoft Select License* from Insight, of Tempe, Arizona, at a cost of \$74,000. (LBM 3242)

Move approval of the recommendation of the Chief Executive to authorize prepayment of \$30,000 to the Missouri Library Network Corporation for OCLC Services to be rendered during FY 2007-2008. (LBM 3243)

Move approval of the recommendation of the Chief Executive to authorize the subscription renewal to the *FirstSearch* databases at a cost not to exceed \$45,000. (LBM 3244)

Move approval of the recommendation of the Chief Executive to contract with Hawkeye Security Insurance Company for coverages outlined below at a cost of \$129,368 for FY 2007-2008. (LBM 3245)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize a contract with Conference Technologies, Inc. of Overland Park, Kansas for audiovisual equipment to be used at the Helzberg Auditorium in the amount of \$123,323.69. Second by J. Caulfield. Approved unanimously. (LBM 3246)

Motion by J. Caulfield to approve the recommendation of the Chief Executive to authorize a purchase of \$29,301.76 from Midwest Power Files of Kansas City, Kansas for vertical art storage racks. Second by D. Mayta. Approved unanimously. (LBM 3247)

Motion by E. Asjes to approve the recommendation of the Chief Executive to authorize expenditure not to exceed \$25,000 for the Rooftop Terrace design proposal of the Julie Moir Messervy Design Studio. Second by J. Caulfield. Approved unanimously. (LBM 3248)

C. Kemper presented to the Board a financial analysis and fundraising status for the Truman Center (Plaza Branch Lower Level), and asked the Board for direction on a series of alternatives in moving forward with the project (LBM 3249).

C. Kemper noted:

- The base bid was \$2,650,000 with a shortfall of \$648,183, and the full project cost was \$2,983,400 with a shortfall of \$981,583
- The funding commitments currently total \$436,500
- He had made explicit asks of \$500,000 and \$200,000 from two major funders
- The bids were great bids for the project
- A decision would need to be reached on the bids by July 31, 2007

The Board discussed the different alternatives.

Motion by E. Asjes to direct the Chief Executive to execute the bid contracts contingent upon positive response to the major asks, and to return to the Board for project guidance if the fundraising response is negative. Second by J. Caulfield. Approved unanimously.

The Board discussed possible meeting dates and expectations for the Board retreat. The Board agreed to have the retreat on September 21, 2007 from noon to five p.m. C. Kemper noted that Donna Nicely of the Nashville Public Library would be speaking at the retreat, and that retreat discussion would focus on allocation of library resources. C. Kemper also stated that some materials and ideas for the retreat would be distributed at the August Board meeting.

J. Caulfield left the meeting at 5:55 p.m.

C. Kemper presented a review of the Director's Report (LBM 3230) with updates related to the 2006-2007 year end budget:

- The deficit is lower than projected primarily because the materials budget was not spent as expected, but will be spent in the next fiscal year so that the two year average will remain the same
- The revenues and expenses were as expected for the year
- The final budget presented in August should be breakeven, with no deficit

C. Kemper introduced Barbara Peterson and Airick Leonard West from the Black Archives of Mid-America, and noted that he would be taking a proposed outline of agreement with the Black Archives board to an upcoming Ad Hoc Committee meeting on the Black Archives.

C. Kemper talked about upcoming Hispanic programming at the Library, and E. Chaurand offered to assist the Library in seeking the Hispanic community's input on the programming.

E. Chaurand left the meeting at 6:10 p.m.

E. Asjes gave a presentation on the July 13, 2007 Building Oversight Committee meeting. He summarized the information that was presented to the Committee concerning the proposed designs of the Central Library's Children's Area, The Nine Muses Café area, H & R Block Business Information Center, and the Stanley H. Durwood Film Vault A/V area.

Motion by E. Asjes to adjourn. Second by D. Mayta. Approved unanimously.

The regular meeting adjourned at 6:25 p.m.

Joan Caulfield

Secretary

8-16-07

Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
August 16, 2007**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Thursday, August 16, 2007, at 3:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Billie Howard Barnes

COMMITTEE MEMBERS ABSENT:

Enrique Chaurand, Jr.

OTHER COMMITTEE MEMBERS PRESENT:

Joan Caulfield

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Oliver Clark, Bluford Interim Branch Manager
Dorothy Elliot, Deputy Director for Branches
Cheptoo Kositany-Buckner, Deputy Director for Operations

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

C. Kemper reviewed the history of the Library's relationship with the Black Archives, which in the past has included the Library providing web services to the Black Archives, as well as hosting the John Hope Franklin event. Based on the success of these collaborations, as well as positive feedback from both the African-American community and the donor community, the Library has had discussions with the Black Archives' board about the possibility of managing the Black Archives. The Black Archives program is similar to what the Library provides through the Missouri Valley Room, although the Black Archives program is more focused on the African American community.

C. Kemper highlighted two questions that he felt the Board would like addressed:

- How does the proposed partnership fit with the Library's strategic plan and vision?
- What is the financial impact on the Library?

Regarding the strategic plan and vision, C. Kemper stated that the Library has moved to programming that has a deep impact on the community. The African exhibits and John Hope Franklin events have been well attended. The African-American community is the Library's largest patronage group. The Black Archives has a respected place in the African-American community, and a commitment from the Kansas City Parks and Recreation Department to renovate its current facility located at the corner of 18th and Vine Street.

Regarding funding, the Library has received positive indications from donors that operating money would be provided for the Library's management of the Black Archives.

Possible models of operation for the Black Archives could include not only Library management of the Black Archives, but also an additional Library branch in the Black Archives facility.

O. Dorsey discussed the need for the Board of Trustees to be intentional in deciding the location of Library branches, looking at the whole system to determine needs and library locations.

The Committee discussed the relationship and structure the Library would have with the Black Archives, as well as the benefits that each organization would bring to the partnership.

O. Dorsey asked questions about a longterm partnership with the Black Archives, such as the Library's responsibilities and obligations concerning the collection, or in the event that future financial resources shift or that the partnership dissolved.

O. Dorsey recommended that the Committee delay recommending to the full Board until the Committee had more time to consider the details of the partnership.

B. Howard Barnes recommended that the Committee visit the Black Archives site and see the Black Archive's collection.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,


Olivia Dorsey, Chair
Ad Hoc Committee


Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees August 23, 2007

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, August 23, 2007, at 4:30 p.m. at the Central Library Board Room (14 West 10th Street, Kansas City, Missouri).

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

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Director for Branches/Outreach Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director for Operations
Debbie Siragusa, Chief Financial Officer

D. Mayta called the meeting to order at 4:35 p.m.

The Committee discussed the ad valorem tax rate for the 2007-2008 fiscal year.

Motion by J. Caulfield to refer to the Board the recommendation of the Finance and Audit Committee to fix the Library's 2007 ad valorem tax rate at 44.93 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Second by J. Kemper. Approved unanimously. (LBM 3252)

C. Kemper noted that the ad valorem tax rate would need to be approved by the full Board and submitted no later than September 1, 2007.

C. Kemper and D. Siragusa presented the Committee with the revised from preliminary and final 2007-2008 Library Operating Budget. C. Kemper and D. Siragusa highlighted some items for the final 2007-2008 budget:

- Final property tax numbers were \$80,000 higher than predicted
- A staff person had been incorrectly counted twice in the salary expense on the preliminary budget and was removed from the final budget salary numbers
- Estimates for donor funding sources is increased.
- The preliminary projected \$180,000 deficit is now a projected \$100,000 surplus
- At the recommendation of the auditors a new Enterprise Fund to reflect activity associated with catering and events has been established. This new fund will require a \$61,900 transfer from the General Fund to cover the deficit.

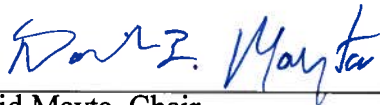
- There was an adjustment from the preliminary budget for additional audit expenses in the amount of \$8,000 and an additional \$12,000 for training and continuing education expenses
- There was a decrease from the preliminary budget by \$13,000 for Insurance expense based on new premiums, and by \$100,000 for Property Rental expense based on some refinancing opportunities.

Motion by J. Caulfield to refer to the Board the recommendation of the Finance and Audit Committee to adopt a revised 2007-2008 Library Operating Budget General Fund of \$17,413,969 and a new Special Events & Meetings (Enterprise Fund) of \$357,173. Second by J. Kemper. Approved unanimously. (LBM 3253)

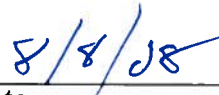
The Committee next discussed the details of the proposed \$28,000 contract with BKD, LLP for the fiscal year 2006-2007 audit expenses (LBM 3254). This contract amount will be presented at the August 28, 2007 Board meeting for approval. J. Kemper suggested that the Library research what other similar libraries pay for their audits.

The Committee was adjourned at 6:05 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting—September 13, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, September 13, 2007, at 12:00 noon at the North-East Branch Library, 6000 Wilson Road, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Enrique Chaurand, Jr.

MEMBERS ABSENT: Evert Asjes III
Olivia Dorsey
Billie Howard Barnes
Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Sarah Aanestad, Associate
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Henry Fortunato, Public Affairs Director
Clare Hollander, Children's Librarian
Cheptoo Kositany-Buckner, Deputy Director for Operations
Carrie McDonald, Outreach Manager
Debbie Siragusa, Chief Financial Officer
Claudia Visnich, Branch Manager (North-East)

OTHERS PRESENT: Dave Holsclaw
Chris Lopez

J. Kemper called the meeting to order at 12:07 p.m.

C. Kemper outlined the purposes for the meeting:

- The Board would tour the Northeast Branch and meet staff to learn about the North-East community
- Staff would discuss the diversity of North-East's immigrant community and the Library's programmatic responses to the community's needs

C. Kemper introduced C. Visnich, who introduced S. Aanestad and C. Hollander. She then introduced D. Holsclaw from the Don Bosco English as a Second Language Program.

D. Holsclaw spoke about the Don Bosco English as a Second Language Program. The program is a partnership between the Don Bosco Community Center and Penn Valley Community College. The program has serviced 50,000 students in the past 20 years, approximately 2,500 students a year. The program offers six levels of English

instruction in both the mornings and evenings, and today provides services to immigrants primarily from the Hispanic and African immigrant communities. D. Holsclaw also discussed the history of the North-East neighborhood. He praised C. Visnich and the North-East staff for meeting community demands, which needed the library to function as a community center as well as a library.

C. Kemper asked about teen issues at the Library. C. Hollander commented on the need for spontaneous teen programming at North-East and the difficulty in communicating with the certain groups due to cultural reasons. She also mentioned that children and teens needed assistance with homework, but that this was too time intensive for staff to provide on a regular basis. C. Kemper asked if a more expansive volunteer program would be helpful in assisting with this time intensive work, such as helping with homework and computer usage; the North-East staff stated that this would be helpful.

E. Chaurand suggested partnering with Youth Friends to help with the language issues and homework assistance. C. Visnich mentioned that Library staff has already met with the School District's English as a Second Language program personnel and Library staff would meet with the School District's ESL program staff in the future. C. Kemper stated that the Library has already signed an agreement with Youth Friends.


C. McDonald discussed Outreach efforts to the North-East community. The Outreach program sends books to North-East staff for community events and donates books to various community groups.

C. Kemper asked the North-East staff if the Library was getting the right kind of materials for the community. C. Visnich stated that the Library needed more non-English materials and more non-English DVD and CDs. C. Kemper mentioned that C. Visnich and staff would prepare information on the Library's immigrant demographics and materials usage so that the Board could better understand the needs of the North-East Branch.

The meeting adjourned at 1:07 p.m. C. Visnich then gave a tour of the Library to Board members. Issues discussed on the tour include:

- Getting the city to provide "library symbol" signage at the nearby bus stop so that non-English speaking individuals could locate the library
- Adding external signage to the branch that says "welcome" in different languages, as well as putting the flags of the different nations of the immigrant communities on the door to make the immigrant communities feel more welcome
- The current designation of bilingual books in the Library's collection so that they are easily located
- Several maintenance and redesign issues to make better use of the Library space, such as creating a designated office area for the Children's Librarian and using Meeting Room B as a designated Teen Area.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—August 28, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, August 28, 2007, 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
Evert Asjes III
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Enrique Chaurand, Jr.
Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services
Reed Beebe, Administrative Officer
Todd Boyer, Events Manager
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Lawana Gibson, Executive Services
Helma Hawkins, Director of Youth Services
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Sara Shepherd

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

Motion by J. Caulfield to approve the minutes of the July 17, 2007 regular Board meeting. Second by E. Asjes. 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.)

Motion by B. Howard Barnes to approve the minutes of the August 16, 2007 Ad Hoc Committee on the Black Archives of Mid-America, Inc. meeting. Second by J. Caulfield. Approved unanimously.

Motion by D. Mayta to approve the minutes of the August 23, 2007 Finance and Audit Committee meeting. Second by J. Caulfield. Approved unanimously.

J. Kemper opened the public hearing for the 2007 property tax rate and the final 2007-2008 budget and asked for questions or comments. There was no response from the public and J. Kemper closed the public hearing.

Motion by D. Mayta to approve the Consent Agenda items before the Board. Second by E. Asjes. 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 2007: Payroll (07/13/07 net cash \$225,204 plus taxes \$88,849) and (07/31/07 net cash \$222,703 plus taxes \$88,572), total amount of \$625,328; General Expense Payments including Checks (#137464-137745), in the amount of \$795,367. (LBM 3255)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for July 2007. (LBM 3256)

Move approval of the recommendation of the Chief Executive to renew the subscription to Bowker's *Books in Print* online at a cost of \$43,255. (LBM 3257)

Move approval of the recommendation of the Chief Executive to purchase *Sirsi Director's Station* software and hardware from the Sirsi Corporation at a cost not to exceed \$31,000. (LBM 3258)

Move approval of the recommendation of the Chief Executive to authorize the purchase of a software maintenance agreement for *SmartSource* with the Sirsi Corporation at an annual cost of \$18,523. (LBM 3259)

Move approval of the recommendation of the Chief Executive to authorize a service agreement renewal with *Google* for the public Web site search engine software *Google Search Appliance* at a cost of \$24,000 for a 2 year service contract. (LBM 3260)

O. Dorsey arrived at 4:40 pm

J. Kemper stated that because the ad valorem tax rate was recommended by the Finance and Audit Committee, no motion or second was necessary to bring to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to fix the Library's 2007 ad valorem tax rate at 44.93 cents per \$100 assessed valuation pursuant to the provisions of 67.110 RSMo. Approved unanimously. (LBM 3261)

C. Kemper mentioned that he had sent a letter to Beth Gottstein concerning amendments to the proposed TIF at 45th and Main, and would soon send a letter to Mayor Funkhouser outlining the Library's position on tax abatement. J. Kemper asked that the Library request that the TIF Commission chairman meet with members of the Library's Board of Trustees.

At D. Mayta's request, D. Siragusa explained the changes made in budgeting for special events. At the recommendation of the auditors a new Enterprise Fund to reflect activity associated with catering and events has been established. This new fund will require an estimated \$61,900 transfer from the General Fund to cover the deficit.

Motion by D. Mayta to approve the recommendation of the Executive Director and the Board's Finance and Audit Committee to adopt a revised from preliminary and final 2007-2008 Library Operating Budget General Fund Budget of \$17,413,969, a final Gifts/Grants Fund Budget of \$651,864, a final Capital Development Fund Budget of \$5,196,000, a final KCLC (Enterprise Fund) budget of \$972,720 and a new and final Special Events & Meetings (Enterprise Fund) of \$357,173. Second by J. Caulfield. Approved unanimously. (LBM 3262)

C. Kemper mentioned that he would present the Board with an update on the Capital Budget in October or November.

Motion by D. Mayta to approve the recommendation of the Chief Executive to contract with BKD, LLP for audit services in the amount of \$28,000. Second by J. Caulfield. Approved unanimously. (LBM 3263)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to reaffirm Library Board Policy 004 (Code of Ethics). Second by D. Mayta. Approved unanimously. (LBM 3264)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to execute a contract with Lacy & Company at a cost not to exceed \$42,000. Second by D. Mayta. Approved 4-0-1. Ayes: J. Caulfield, O. Dorsey, B. Howard Barnes, D. Mayta. Recused: E. Asjes. (LBM 3265)

Motion by D. Mayta to approve the recommendation of the Chief Executive to purchase Aquabrowser software from The Library Corporation (TLC) at a cost not to exceed \$82,000.00. Second by J. Caulfield. Approved unanimously. (LBM 3266)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize approval of the Cisco service agreement with Verizon Business at a cost of \$114,547.80. Second by E. Asjes. Approved unanimously. (LBM 3267)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize the purchase of McAfee Total Protection for Enterprise – Advanced support and maintenance agreement with Software Plus at a cost of \$17,835.60. Second by B. Howard Barnes. Approved unanimously. (LBM 3268)

Motion by D. Mayta to refer to the Board of Trustees the recommendation of the Chief Executive to place the discussion for proposed amendments to Library Board Policy 608 relating to meeting rooms and other facilities on the Policy Calendar in accordance with Library Board Policy 002. Second by O. Dorsey. Approved unanimously. (LBM 3269)

C. Kemper presented to the Board a proposed outline of the structure and benefits for the Greenwood Society (LBM 3270). C. Kemper mentioned that each Greenwood Society event would have its own budget, and that the Board would be able to determine if the Greenwood Society events were financially self-sustaining. C. Kemper stated that the Board would be presented with the actual materials for the Greenwood Society at a later Board meeting.

B. Howard Barnes left the meeting at 5:32 p.m.

O. Dorsey reported on the Ad Hoc Committee on the Black Archives of Mid-America, Inc. meeting, which took place on August 16, 2007. The Ad Hoc Committee decided to postpone recommending to the full Board the proposed partnership between the Kansas City Public Library and the Black Archives of Mid-America, Inc. until more details could be researched. The Committee is planning to visit the Black Archives at a later date to gather more information and to interact with key Black Archives personnel. E. Asjes recommended that specific agreements between the Kansas City Public Library, the Black Archives and the Parks and Recreation Department be finalized in writing.

C. Kemper mentioned as part of his Director's Report that C. Faris and other staff members would be traveling to libraries in Charlotte, Phoenix and Dallas to view some interesting teen programs. He and C. Kositany-Buckner would travel to Columbus, Ohio to explore how self-service machines might be used in the Library. He would inform the Board of the travel dates when they were available.

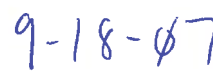
J. Kemper mentioned to the Board that the Library was updating its DonorEdge online profile and shared a draft copy of the "Statement from Board Chair/President". He invited Board members to share what they felt were the successes or challenges for the Kansas City Public Library and to send the information to him or R. Beebe.

Motion by D. Mayta to adjourn. Second by J. Caulfield. Approved unanimously.

The meeting adjourned at 6:15 p.m.



Secretary



Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting—September 13, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, September 13, 2007, at 12:00 noon at the North-East Branch Library, 6000 Wilson Road, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Enrique Chaurand, Jr.

MEMBERS ABSENT: Evert Asjes III
Olivia Dorsey
Billie Howard Barnes
Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Sarah Aanestad, Associate
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Henry Fortunato, Public Affairs Director
Clare Hollander, Children's Librarian
Cheptoo Kositany-Buckner, Deputy Director for Operations
Carrie McDonald, Outreach Manager
Debbie Siragusa, Chief Financial Officer
Claudia Visnich, Branch Manager (North-East)

OTHERS PRESENT: Dave Holsclaw
Chris Lopez

J. Kemper called the meeting to order at 12:07 p.m.

C. Kemper outlined the purposes for the meeting:

- The Board would tour the Northeast Branch and meet staff to learn about the North-East community
- Staff would discuss the diversity of North-East's immigrant community and the Library's programmatic responses to the community's needs

C. Kemper introduced C. Visnich, who introduced S. Aanestad and C. Hollander. She then introduced D. Holsclaw from the Don Bosco English as a Second Language Program.

D. Holsclaw spoke about the Don Bosco English as a Second Language Program. The program is a partnership between the Don Bosco Community Center and Penn Valley Community College. The program has serviced 50,000 students in the past 20 years, approximately 2,500 students a year. The program offers six levels of English

instruction in both the mornings and evenings, and today provides services to immigrants primarily from the Hispanic and African immigrant communities. D. Holsclaw also discussed the history of the North-East neighborhood. He praised C. Visnich and the North-East staff for meeting community demands, which needed the library to function as a community center as well as a library.

C. Kemper asked about teen issues at the Library. C. Hollander commented on the need for spontaneous teen programming at North-East and the difficulty in communicating with the certain groups due to cultural reasons. She also mentioned that children and teens needed assistance with homework, but that this was too time intensive for staff to provide on a regular basis. C. Kemper asked if a more expansive volunteer program would be helpful in assisting with this time intensive work, such as helping with homework and computer usage; the North-East staff stated that this would be helpful.

E. Chaurand suggested partnering with Youth Friends to help with the language issues and homework assistance. C. Visnich mentioned that Library staff has already met with the School District's English as a Second Language program personnel and Library staff would meet with the School District's ESL program staff in the future. C. Kemper stated that the Library has already signed an agreement with Youth Friends.


C. McDonald discussed Outreach efforts to the North-East community. The Outreach program sends books to North-East staff for community events and donates books to various community groups.

C. Kemper asked the North-East staff if the Library was getting the right kind of materials for the community. C. Visnich stated that the Library needed more non-English materials and more non-English DVD and CDs. C. Kemper mentioned that C. Visnich and staff would prepare information on the Library's immigrant demographics and materials usage so that the Board could better understand the needs of the North-East Branch.

The meeting adjourned at 1:07 p.m. C. Visnich then gave a tour of the Library to Board members. Issues discussed on the tour include:

- Getting the city to provide "library symbol" signage at the nearby bus stop so that non-English speaking individuals could locate the library
- Adding external signage to the branch that says "welcome" in different languages, as well as putting the flags of the different nations of the immigrant communities on the door to make the immigrant communities feel more welcome
- The current designation of bilingual books in the Library's collection so that they are easily located
- Several maintenance and redesign issues to make better use of the Library space, such as creating a designated office area for the Children's Librarian and using Meeting Room B as a designated Teen Area.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—September 18, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, September 18, 2007, 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
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Evert Asjes III
Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Purchasing and Distribution
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Peggy Doncevic, Project Management Specialist
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Lawana Gibson, Executive Services
Gayla Honeycutt, Senior Outreach Librarian
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
David LaCrone, Digital Content Manager
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Sara Shepherd

J. Kemper called the meeting to order at 4:33 p.m. He introduced the newly appointed Board member Claudia Oñate Greim.

Motion by E. Chaurand to approve the minutes of the August 28, 2007 regular Board meeting. Second by O. 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.)

Motion by J. Caulfield to approve the minutes of the September 13, 2007 special Board meeting. Second by D. Mayta. Approved unanimously.

D. Mayta stated that he would wait until the October meeting to report on the Comprehensive Annual Financial Report (CAFR), when the auditors had completed the CAFR and that the Finance and Audit Committee members had had a chance to review it.

C. Kemper recognized G. Honeycutt with the Certificate of Completion from the Lifelong Access Leadership Institute.

Motion by D. Mayta to bring the Consent Agenda items before the Board. Second by O. 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 August 2007: Payroll (08/15/07 net cash \$230,087 plus taxes \$95,893) and (08/31/07 net cash \$238,633 plus taxes \$94,290), total amount of \$658,903; General Expense Payments including Checks (#137746-138036), in the amount of \$1,178,074. (LBM 3272)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for August 2007. (LBM 3273)

Move approval of the recommendation of the Chief Executive to authorize the purchase of 79 personal computers, 86 handheld scanners and 22 receipt printers from Dell Computer at a cost not to exceed \$135,000. (LBM 3274)

Motion by D. Mayta to approve the recommendation of the Chief Executive to amend Library Board Policy 608 relating to meeting rooms and other facilities so that the policy will read:

608. MEETING ROOMS AND OTHER FACILITIES

Consistent with the Library Bill of Rights, the Library shall make its meeting rooms and exhibit spaces available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

While the Library encourages the use of its facilities for political events which involve discussion and debate of ideas and public policies, the Library does not permit the use of its facilities for political fundraising events.

Second by J. Caulfield. Approved unanimously. (LBM 3275)

The Board discussed the Library's materials expenditure policy (LBM 3276). C. Kemper recommended that the existing materials expenditure policy, which requires that 15% of the Library's operating budget be spent on materials, be changed to commit the Library to rank in the top third of its peer group libraries based on materials expenditure per capita. Board members had questions about how the peer group libraries would be determined by the Library, and D. Mayta recommended that the proposed materials policy be reviewed by the Operations Committee prior to review by the full Board.

C. Kemper presented a review of the Director's Report (LBM 3277) and highlighted the following information:

- The Library has received \$1,140,000 for the build-out and other activities related to the Black Archives; the Library and Black Archives have a general agreement about the Memorandum of Understanding and future Library programming at the Black Archives, and the Ad Hoc Committee members will visit the Black Archives to discuss the Library's involvement with the Black Archives
- Jen Benjamin's contract as a fundraising consultant has been extended to assist the Library with fundraising efforts
- Plaza Lower Level (Truman Center) fundraising commitments are now over \$3 million, with informal commitments of \$3.4 million.

D. LaCrone gave a PowerPoint presentation on the KCResearch Project. J. Caulfield and B. Howard Barnes requested that the Library email the Board members a copy of the PowerPoint presentation and that a meeting be set up so that the full presentation could be given to the Board members.

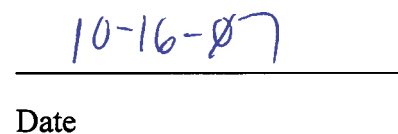
E. Chaurand left the meeting at 5:50 p.m.

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

The committee was in closed session from 5:55 p.m. until 6:50 p.m. No action was reported.

The regular meeting was adjourned at 6:50 p.m.


Secretary


Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees September 18, 2007

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, September 18, 2007, at 3:30 p.m. at the Central Library Board Room (14 West 10th Street, Kansas City, Missouri).

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

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branches/Outreach Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director for Operations
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHER PRESENT: Chris Paulson

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

C. Kemper introduced C. Paulson, a manager at the Library's audit firm BKD, LLP, to present to the Board the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2007. C. Kemper noted that the CAFR was not completely finished, but that C. Paulson had information on the CAFR to share with the Committee.

C. Paulson noted that a restatement needed to be done for the Kansas City Library Consortium's (KCLC) assets. Assets listed as KCLC assets technically belonged to individual users per the KCLC service agreement, which meant that KCLC assets were overstated.

C. Kemper noted that accounting for assets has been an ongoing process for the Library, and that the improved allocation of assets to KCLC would assist in determining future charges to KCLC users. D. Siragusa noted that the Library would use a separate inventory system to account for PC maintenance performed by KCLC. C. Kemper mentioned that staff would present the Board with KCLC's strategic plan at a future Board meeting.

C. Paulson stated that an issue to be addressed was whether the Library's Foundation activities needed to be reported on the CAFR. The auditors would look at the structure of the Foundation and its relationship to the Library, and would make a determination on this issue.

C. Paulson stated that the format of the auditors' report and restatement would be similar to past CAFRs. Due to new audit standards, the management letter would require more things to be communicated, such as control deficiencies; these must be communicated in writing, even if mitigating controls are added to correct the control deficiency.

J. Caulfield asked when the CAFR would be completed. C. Paulson stated that it would be completed before September 30, 2007. C. Kemper asked that the auditors send the Board members a draft of the CAFR prior to September 30, 2007. The full Board would be given a copy of the completed CAFR.

D. Siragusa noted that the non-library special events fund would be moved into a separate Enterprise Fund.


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

The meeting adjourned at 4:25 a.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—October 16, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, October 16, 2007, at 3:30 p.m. at the Plaza Branch Library, 4801 Main Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Enrique Chaurand, Jr.
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Evert Asjes III
Joan Caulfield
Olivia Dorsey
Trudy Jonas

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Lawana Gibson, Executive Services
Helma Hawkins, Director of Youth Services
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Joel Jones, Plaza Library Branch Director
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Steve Abend
Randy Oberdiek
Chris Paulson
Sara Shepherd

The meeting was called to order at 3:40 p.m. While waiting for a quorum, Board members J. Kemper, D. Mayta and B. Howard Barnes listened to a presentation by S. Abend on the proposed chair patterns and materials for the Truman Center.

C. Oñate Greim arrived at 3:45 p.m.

The Board listened to a presentation on the Comprehensive Annual Financial Report and the Management Letter by C. Paulson and R. Oberdiek of BKD, LLP. C. Paulson stated that the audit found no significant Library accounting practices that needed to be changed, with the exception of the restatement of KCLC assets; this restatement issue was

identified by Library accounting staff and brought to the auditors' attention. The Management Letter noted control deficiencies in the segregation of duties for both the purchase/cash disbursement area, as well as the revenue/cash receipts area. D. Siragusa is working to correct these deficiencies.

With no quorum at 4:40 p.m., the Board members present agreed to go through the agenda and discuss the items with the Chief Executive, and have the full Board vote on the items via phone or email at a later date.

C. Kemper discussed the items on the Consent Agenda. He also discussed the action items before the Board.

H. Fortunato discussed upcoming Library events. J. Kemper requested having a presentation of the 2008 events calendar at the December Board meeting, which would include information about the Truman Center's grand opening.

E. Chaurand arrived at 5:00 p.m., giving the Board a quorum.

Motion by E. Chaurand to approve the minutes of the September 18, 2007 Finance and Audit Committee meeting. Second by B. 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.)

Motion by D. Mayta to approve the minutes of the September 18, 2007 regular Board meeting. Second by E. Chaurand. Approved unanimously.

Motion by D. Mayta to bring the Consent Agenda items before the Board. Second by B. Howard Barnes. Approved unanimously.

Motion by B. Howard Barnes to approve the Consent Agenda items before the Board. Second by E. Asjes. 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 2007: Payroll (09/14/07 net cash \$219,467 plus taxes \$86,704) and (09/28/07 net cash \$218,632 plus taxes \$86,000), total amount of \$610,803; General Expense Payments including Checks (#138037-138303), in the amount of \$848,365. (LBM 3278)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for September 2007. (LBM 3279)

Move approval of the recommendation of the Chief Executive to renew MOREnet services at a cost not to exceed \$12,000 annually. (LBM 3280)

Move approval of the recommendation of the Chief Executive to renew a subscription to iBistro data stream from SirsiDynix at an annual cost of \$36,000. (LBM 3281)

C. Kemper requested that Library Board Memos 3282 and 3283 not be considered for approval. Staff would provide the Board with the final expense estimates for these

memos when they were available, and ask the Board to approve the memos at a future meeting, or perhaps via phone or email.

Motion by D. Mayta to approve Library Board Memos 3284 and 3285. Second by B. Howard Barnes. Approved unanimously. The following was approved:

Move approval of the recommendation of the Chief Executive to contract with Thermal Components for the installation of nine cameras, four key card doors and four door contacts as part of the Plaza Truman Center security system at a cost not to exceed \$28,482. (LBM 3284)

Move approval of the recommendation of the Chief Executive to authorize a contract revision with Ellen Miller Group for consultant services to formulate a long range (3-5 year) strategic plan for the Kansas City Library Consortium (KCLC), at a cost of \$24,390 (a \$2,390 increase). (LBM 3285)

C. Kemper discussed the Library's new procedure on the confidentiality of email lists and email sharing (LBM 3286). The new procedure states:

105.01. Confidentiality of Email Lists and Email Sharing

The Library maintains a list of individual email addresses gathered in various ways, including when a library patron applies for a card and when someone makes a reservation for an event via email. The Library will use email addresses gathered to communicate back to the patron to inform about upcoming events, activities and speakers. The Library will not share email address information with outside organizations. The only exception to this procedure will be in cases where an individual has clearly consented (via a Library information form or other written communication with the Library) that their email information can be shared with a specific organization(s).

C. Kemper discussed the Library's fundraising plan and a fundraising summary for the Truman Center (LBM 3287). The fundraising goal has been raised to \$3.8 million based on recent project costs. The Library has raised \$3.2 million in confirmed pledges, and has pending pledge requests in the amount of \$800,000. J. Kemper noted that according to the Library's fundraising plan, fundraising would have ongoing importance to the Library's budget even when the Truman Center goal is met.

C. Kemper presented a review of the Director's Report (LBM 3288) and highlighted the following information:

- The Chief Executive sent a letter to Mayor Funkhouser in August outlining the Library's concerns on tax abatement proposals, and the Library has recently expressed objections on a tax abatement project to the TIF commission
- Subject to the Board's approval at a future Board meeting, the Library is taking steps to acquire the Central Library parking garage for \$425,000.

Several Board members requested that a luncheon information session be scheduled in order for Board members to meet with TIF commission staff to learn more about the TIF process.

Motion by D. Mayta to adjourn. Second by B. Howard Barnes. Approved unanimously.

The regular meeting adjourned at 5:25 p.m.

Joan Cauffield
Secretary

11-27-08
Date

COMMITTEE NOTES

**Operations Committee Meeting
Kansas City Public Library
Board of Trustees
October 29, 2007**

The Operations Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, October 29, 2007, at 4:00 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Trudy Jonas (Chair)
Joan Caulfield
Olivia Dorsey
Billie Howard Barnes
Jonathan Kemper (ex officio)

COMMITTEE MEMBERS ABSENT:

Enrique Chaurand, Jr.

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliot, Deputy Director, Branch/Outreach Services
Henry Fortunato, Public Affairs Director
Steve Knapp, Human Resources
Cheptoo Kositany-Buckner, Deputy Director, Operations
Pat Mulsoff, Director of Collection Development
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT:

Dave Mayta

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

C. Kemper stated that the Board had requested a peer library analysis in response to a proposed change in the Library's materials expenditure policy. C. Kemper stated that while there was no library that was exactly like the Kansas City Public Library, Library staff had worked to identify libraries that were similar to the Library for peer comparison. C. Kemper introduced S. Knapp and P. Mulsoff, who explained to the Committee the process by which both the subjective and objective peer library lists were created. In addition to the use of online data sources, Library staff were in the process of contacting staff at the peer libraries to verify information and processes. The objective list of peer

libraries is intended to reveal comparative performance measures, and the subjective list of peer libraries is intended to reveal aspirational measures.

J. Kemper stated that it was great for the Board to have comparative information on similar libraries for benchmarking purposes. In addition to the information provided, he requested that in future reports that staff also provide summary information to the Board on the number of branches, personnel, and capital expenditures at the peer libraries.

The Committee discussed the merits of selecting a peer list to benchmark materials expenditures per capita rather than using a required minimum of 15% of the Library's operating budget for materials expenditure. The Committee did not reach a consensus on replacing the current materials expenditure policy with a per capita expenditures measure; several Board members preferred to maintain the current percentage policy, with the understanding that the Board could modify the percentage of expenditure in the future if needed. C. Kemper stated that the Library would continue to use the current materials expenditure policy, and would give the Board data on peer libraries on an annual basis for purposes of discussion and comparison.

J. Caulfield left the meeting at 4:55 p.m.


The Committee next discussed the structure of the café and catering contract for the Library. C. Kositany-Buckner and D. Siragusa explained that the Library will seek to separate the operations for the café and catering services. To prevent the Library from taking all of the business risk associated with the café/catering services and from assuming billing responsibilities for the café/catering services, the Library will also seek a fixed fee for the management of the café, and that the café/catering vendor assume direct collection of fees and negotiation of catering services with external clients. The Library would contract for internal catering at a price to be negotiated. The Committee members expressed support for the Library's efforts to do this.

Library staff updated the Committee on the status of ongoing Library projects and their level of completion, and discussed the project Master Plan spreadsheet that will be provided to the Board on a quarterly basis. J. Kemper requested that the list of projects provided to the Board be listed in order of importance as determined by the Chief Executive, and that a column on the spreadsheet be added to identify the type of project (real estate, capital purchase, financial, etc.)

The meeting adjourned at 5:55 p.m.

Respectfully submitted,


Secretary


Date

MINUTES

**Kansas City Public Library Board of Trustees
Special Board Meeting—November 5, 2007**

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, November 5, 2007, at 4:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Evert Asjes III
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes (by conference phone)
Trudy Jonas (by conference phone)

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer


J. Kemper called the meeting to order at 4:05 p.m.

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

The committee was in closed session from 4:05 p.m. until 4:55 p.m. No action was reported.

The regular meeting was adjourned at 4:55 p.m.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Special Board Meeting—November 15, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Thursday, November 15, 2007, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Evert Asjes III (by conference phone)
Olivia Dorsey (by conference phone)
Billie Howard Barnes
Claudia Oñate Greim (by conference phone)

MEMBERS ABSENT: Enrique Chaurand, Jr

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Helma Hawkins, Director of Youth Services
Cheptoo Kositany-Buckner, Deputy Director for Operations
Steven Knapp, Human Resources
Jamie Mayo, Central Youth Services Supervisor
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Katie Taylor

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

C. Kemper explained that the Library needed Board approval on the construction and design contracts for the Children's Library in order to have the Children's Library space ready for the "Once Upon a Time" exhibit, which will bring approximately 10,000 children in school groups to the Library and would be an excellent opportunity to showcase the new space. Construction costs were originally budgeted for \$300,000, but the estimated cost expanded to \$600,000, and the Library worked with the design plans to reduce the estimated cost to \$460,951.

C. Kositany-Buckner explained to the Board that although the Library scaled back its plans for the space to reduce the estimated cost, the Library has not lost anything relevant to the Library's original vision for the space, which is to create a bright, interactive space attractive to multiple children's age groups (toddlers, tweens, etc.) To reduce costs, the Library will not have demolitions that are unnecessary to achieve the desired space usage, and will not buy special furniture that is unnecessary to achieve the desired space usage;

projects that were not critical to space completion and that could be implemented at a later date will be postponed, and the Library will leave the stacks as they are currently. C. Kemper added that the Library was going back to its original vision for the space prior to design enhancement by the architects.

E. Asjes left the meeting at 3:50 p.m.

O. Dorsey asked how Library staff who would work in the Children's Library space felt about the current proposed design, and J. Mayo responded that the current proposal would suite the Children's Library's purpose well, allowing the Library to highlight its collections better and provide separate space for the various children's age groups, as well as providing a more attractive space for children and parents.

B. Howard Barnes asked if staff felt that parents could still enjoy the space if a school group were present, and J. Mayo replied that the proposed new space will feature a program room that the school groups will use while they are visiting, which would minimize school groups from disrupting the individual users experience. In response to B. Howard Barnes' question about how the new space would better highlight the collection, J. Mayo responded that the new design would make the collections both more visible and more aesthetically pleasing.

O. Dorsey asked what the highest age range would be for the Children's Library's target group, and C. Kositany-Buckner responded that 12 would be the upper most age for the target group to use the Children's Library space. Also, the amount of space in the area might allow the teen services to be provided in a separate area within the Children's Library.

C. Kemper added that the Children's Library is intended to be an imaginative space that would be attractive to the children and parents, and that additional features can be added to the space at a later time.

O. Dorsey asked if there would be a grand opening for the Children's Library space, and C. Kemper said that there would be a grand opening at a future date, probably themed around the "Once Upon a Time" exhibit, pending the progress of construction.

C. Oñate Greim asked what the target group for the Children's Library space would be, and J. Mayo responded that although the Children's Library has resources for all child age groups, the emphasis for the space will be school age kids.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to contract with Turner Construction Special Projects for construction services of the Children's Library at a cost not to exceed \$460,951. Second by J. Caulfield. Approved unanimously. (LBM 3293)

Motion by J. Caulfield to approve the recommendation of the Chief Executive to purchase fabrication services from Dimensional Innovations for the production of the Open Book and Tree in the Children's Library at a cost not to exceed \$50,000. Second by D. Mayta. Approved unanimously. (LBM 3292)

C. Kemper updated the Board on various events that were upcoming at the Library, including possible taping by KCPT of C. Kemper interviewing actors portraying historical figures such as Thomas Pendergast. Several Board members recommended that if such a program goes forward that the Library should be clear about royalties that would

need to be paid to the actors, as well as being clear on who was responsible for seeking funding for the program.

Motion by D. Mayta to adjourn. Second by J. Caulfield. Approved unanimously.

The regular meeting was adjourned at 4:25 p.m.

Joan Caulfield

Secretary

11-27-08

Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—November 27, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, November 27, 2007, at 3:30 p.m. at the Plaza Branch Library, 4801 Main Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Evert Asjes III
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: None

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Helma Hawkins, Director of Youth Services
Jerry Houchins, Plant Operations Manager
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Joel Jones, Plaza Library Branch Director
Jamie Mayo, Central Youth Services Supervisor
Carrie McDonald, Outreach Manager
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Steve Abend
Alex Burden
Michael Devine
Mike Foley
Mary Hunkeler
Roger Novack
Sara Shepherd
Beth Smith
Betsey Solberg
Katie Taylor
Amy Williams

Prior to the Board meeting, Kansas City Public Library Board members and staff toured the Plaza Lower Level/Truman Center area with board and staff from the Truman Library. C. Kemper mentioned that the University of Missouri at Kansas City might be opening a "Truman Center" facility on their campus, and to avoid confusion the Library might go with "Truman Forum" as the name for the Plaza Lower Level space. S. Abend discussed the physical layout and materials of the space, and explained that the space could be used for video conferencing, exhibits, discussion groups and community gathering events. In addition to the auditorium space, there will be two conference rooms available for use.

B. Solberg asked about the marketing strategy to get visitors of the Plaza Lower Level/Truman Center to drive to Independence, Missouri, to see the Truman Library. C. Kemper noted that Truman Library brochures would be available at the Truman Center, and that one or more displays would feature the Truman Library. He also suggested that there be a joint marketing committee of Truman Library and Kansas City Public Library staff to coordinate marketing strategies. The tour concluded at 4:10 p.m.

After the tour, the Board meeting was called to order at 4:25 p.m.

Motion by D. Mayta to approve the minutes of the October 16, 2007 regular Board meeting, the October 29, 2007 Operations Committee meeting, and the November 5, 2007 special Board meeting. Second by J. 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.)

Motion by O. Dorsey to approve the Consent Agenda items before the Board. Second by E. Chaurand. 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 2007: Payroll (10/15/07 net cash \$220,408 plus taxes \$86,329) and (10/31/07 net cash \$228,243 plus taxes \$90,547), total amount of \$625,527; General Expense Payments including Checks (#138304-138623), in the amount of \$1,082,965. (LBM 3294)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for October 2007. (LBM 3295)

Move approval to authorize the Chief Executive to renew the contract with Assurant for life and long term disability insurance at a cost to the Library of approximately \$22,194 for calendar year (plan year) 2008. (LBM 3296)

Move approval to authorize the Chief Executive to renew a one year contract with Coventry Health Care of Kansas for health insurance at a cost to the Library of approximately \$670,500 for calendar year (plan year) 2008. (LBM 3297)

Motion by O. Dorsey to authorize the Chief Executive to contract with Assurant for dental insurance at a cost to the Library of approximately \$41,148 for calendar year (plan year) 2008. Second by C. Oñate Greim. Approved unanimously. (LBM 3298)

C. Kemper discussed the possibility of purchasing the Central Library Parking Garage. Given the sales price of \$450,000, C. Kemper mentioned that it was likely that the garage

could be purchased using funds from the Library's reserves, rather than through financing.

O. Dorsey asked about the cash flow of the garage, and D. Siragusa confirmed that the cash flow was currently positive, but the cash flow may change depending on needed maintenance or changes in operations of the garage. O. Dorsey also asked about the management of the parking garage, and C. Kemper noted that while it is too early to discuss management of the garage, the Library would likely look at several parking management companies to find the best management team for the garage.

Motion by E. Chaurand to approve the recommendation of the Chief Executive to authorize the Chief Executive to negotiate a Sale Agreement with and purchase the Central Library Parking Garage at a cost not to exceed \$450,000. Second by J. Caulfield. Approved unanimously. (LBM 3299)

D. Siragusa explained that Library Board Memo 3300 gave the Library the option, if approved, to reimburse the Library from the proceeds of tax-exempt financing for the acquisition of the Central Library Parking Garage; it would be an option, not mandatory that the Library do so.

E. Chaurand left the room at 4:55 p.m.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to adopt the attached resolution declaring the Library's intent to reimburse the Library from the proceeds of tax-exempt financing for the acquisition of the Central Library Parking Garage (Garage). Second by D. Mayta. Approved unanimously. (LBM 3300)

E. Chaurand returned at 5:00 p.m.

J. Mayo gave a presentation to the Board on usage of the Children's Library at the Central Library, as well the Children's Library Strategic Plan. She mentioned that the new Children's Library space would allow the Library to attract more student groups and make the children's collection more visible. C. Kemper noted that the graph that J. Mayo provided the Board showed that Children's Library usage has increased over the years. H. Fortunato noted that 70% of the slots available for the January "Once Upon a Time" exhibit are now full. C. Kositany-Buckner announced that construction on the Children's Library will be completed on January 30, 2007. C. Faris mentioned that the Children's Library space is large enough to accommodate teen usage in the Library as well, until the Library makes a final decision on a Teen Services space. C. Kemper pointed out the 40% of the Library's circulation was children's books, and also noted that the Library was working with single parent groups, fathering groups, and the Kansas City Chiefs to encourage parents to spend time with their kids reading at the Library.

B. Howard Barnes arrived at 5:05 p.m.

J. Jones gave a presentation to the Board on the Library's usage by home school groups. He noted that the Library works with home schooling groups that enthusiastically approach the staff to let them know about their needs. The home schooling cooperative groups use library space and resources, and Library staff help home schooling groups with lesson plan development.

C. McDonald gave a presentation to the Board on the Library's Outreach Services to schools. Twenty-eight percent of the Library's circulation is through Outreach, and C.

McDonald went through the list of organizations to which Outreach Services provides resources. C. McDonald hoped that Outreach Services, utilizing volunteers, could help teachers and schools document children's reading time.

C. Kemper presented his Director's Report, noting that the Library was working with the Black Archives on their collection, and that a date would be set soon for the Board to view the collection. He also let the Board know that the Kansas City Chamber of Commerce had asked the Library to be part of the Climate Protection Partnership, which would provide educational activities on the environment. The consensus of the Board was that the Library should join this partnership.

H. Fortunato discussed upcoming events at the Library.

C. Kemper and D. Siragusa briefly discussed the Capital Plan Update and Five Year Plan.

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

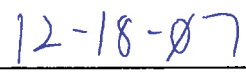
The committee was in closed session from 5:45 p.m. until 6:00 p.m. The following action was reported:

Motion to increase the compensation of the Chief Executive to \$178,000, effective December 1, 2007, based on evaluation. The motion was approved unanimously.

J. Kemper mentioned that the motion amended the Chief Executive's contract so that he would be paid exclusively through the Library, rather than both the Library and Foundation.

The regular meeting was adjourned at 6:05 p.m.


Secretary


Date

COMMITTEE NOTES

Building Oversight Committee Meeting Kansas City Public Library Board of Trustees December 12, 2007

The Building Oversight Committee of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Wednesday, December 12, 2007, at 4:00 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Evert Asjes III (Chair)
Joan Caulfield
Jonathan Kemper (ex officio)

COMMITTEE MEMBERS ABSENT:

Olivia Dorsey

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Henry Fortunato, Public Affairs Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Debbie Siragusa, Chief Financial Officer

E. Asjes called the meeting to order at 4:30 p.m.

C. Kemper discussed the history of the partnership between the Truman Presidential Museum and Library ("Truman Library Institute") and the Kansas City Public Library in using the Plaza Lower Level/Truman Center space. The Truman Library Institute and the Kansas City Public Library pursued a grant from Kauffman Foundation to support a partnership in the Plaza Lower Level/Truman Center. The partnership was designed to create an exhibit within the Plaza Lower Level/Truman Center space that would highlight President Truman's life as a local citizen, as well as to create programming related to President Truman's legacy focusing on history, biography, citizenship and civic engagement. C. Kemper discussed the proposed Memorandum of Understanding to clarify the relationship between the Truman Library and the Kansas City Public Library (LBM 3302).

C. Kemper also shared the Truman Library Institute's "Statement of Intent to collaborate with the Kansas City Public Library in the Development of the Truman Center at the Plaza Branch", which was formally approved by the Institute's Board of Directors in November, 2007. This Statement of Intent stated that the Truman Library Institute will

pay for Truman Library signage/exhibits as needed, but this amount will not exceed the \$60,000 the Truman Library Insitute received from the Kauffman Foundation for the KCPL Plaza Lower Level/Truman Center; the Truman Library Institute will also be responsible for maintaining and updating Truman Library signage at the Truman Center, and will use its resources, subject to the best of its ability and the approval of the Executive Committee, to take advantage of new opportunities as they present themselves. However, if the Executive Committee and the Board of the Truman Library Insitute determine that the Plaza Lower Level/Truman Center creates a depletion of resources for the Truman Library Insitute, or is deemed detrimental for other reasons, then the Truman Library Institute will provide 30 days written notice to KCPL of its intent to withdraw from the arrangement.

C. Kemper stated that in light of the Truman Library Institute's Statement of Intent, he wanted to structure a memorandum of understanding that gave the Truman Library Insitute both rights and obligations to the Plaza Lower Level/Truman Center space, but also maintain the Kansas City Public Library's control of the space. He mentioned that he would rewrite the memorandum of understanding in light of the Statement of Intent from the Truman Library Insitute.


C. Kemper also noted that the University of Missouri-Kansas City (UMKC) had a letter from President Truman granting permission to the university to use the name "Truman Center". The university may have plans to use the name, in which case the Kansas City Public Library might consider changing the name of the Plaza Lower Level space. C. Kemper said that he would contact university officials to confirm if there are any plans to use the "Truman Center" name in the future.

E. Asjes updated the Committee on plans for the Rooftop Terrace space by Julie Moir Messervy. J. Kemper noted that her designs, while very inventive, did not take into account the need to provide shade for visitors to the Rooftop Terrace, as well as maintaining the view of the city, and that she would be revising her designs to reflect these needs.

C. Kositany-Buckner updated the Committee on various construction projects. J. Kemper asked about the signage at the Plaza Library, and C. Kemper mentioned that although the Plaza Library is currently not listed on the city signs (which designate where various sites are located), it should be and that the Library's staff would look into getting the Library listed on the street signage. J. Kemper also asked about bus parking for school groups visiting the Truman Center, and C. Kemper stated that, while there was currently no parking space available for buses, the Library staff could be helpful in helping the buses find parking locations. C. Kositany-Buckner announced that the Children's Library construction should be complete in 60 days.

Meeting was adjourned at 5:15 p.m.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—December 18, 2007

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, December 18, 2007, 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
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Evert Asjes III
Enrique Chaurand, Jr.

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Access Services
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Director for Branch/Outreach Services
Crystal Faris, Teen Services Director
Henry Fortunato, Public Affairs Director
Lawana Gibson, Executive Services
Helma Hawkins, Director of Youth Services
Jerry Houchins, Plant Operations Manager
Pam Kannady, Human Resources Director
Cheptoo Kositany-Buckner, Deputy Director for Operations
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Katie Taylor

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

Motion by J. Caulfield to approve the minutes of the November 15, 2007 special Board meeting and the November 27, 2007 regular Board meeting. Second by D. Mayta. Approved unanimously. (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

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

Move approval of the recommendation of the Chief Executive to authorize the following expenditures for November 2007: Payroll (11/15/07 net cash \$223,677 plus taxes \$88,726) and (11/30/07 net cash \$223,520 plus taxes \$87,051), total amount of \$622,974; General Expense Payments including Checks (#138624-138960), in the amount of \$1,505,920. (LBM 3303)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for November 2007. (LBM 3304)

C. Kemper presented a proposed Board and Committee Calendar for the Board's information (LBM 3305). The Board will have the opportunity to affirm the Calendar at the January 22, 2008 Board meeting. C. Kemper answered questions and received comments from the Board about the Calendar. C. Kemper invited the Board to let him or J. Kemper know if there were any topics that they felt the Library Board meetings were not covering and he would include these topic discussions at future meetings.

H. Fortunato gave a presentation to the Board on the 2008 Events Calendar for the Children's Library. C. Kemper noted that the format for the Children's Library calendar would also be used for the Plaza Lower Level/Truman Center, once events were scheduled for that space. Construction of the Children's Library will be completed around February 1, 2008. C. Kemper is working to get a speaker for the grand opening. The opening of the "Once Upon a Time" exhibit is currently 70% booked with school groups. School groups will come to the Library to see the exhibit beginning January 10, 2008, and every Saturday for the next three months there will be programming events built around fairy tales at the Central Library. There will be heavy promotion of all those events. Promotional materials (such as bookmarks) for the Children's Library will be handed out at these events. By the end of January/early February, parents and student groups will be given advanced tours of the Children's Library. In addition to this "soft opening", there will also be a grand opening event for the Children's Library, which will include a speaker, guests such as donors to the Children's Library and public officials, and a ceremonial ribbon cutting.

There are three audience groups that Public Affairs will attempt to target for the Children's Library programs: school groups, weekend/family visitors, and other youth groups (such as boys clubs, girls clubs, etc.)

To assist school groups with the transportation expenses, the Library will look for funding to create a transportation fund for school groups on a "first come, first serve" basis. Several Board members suggested that, given the small expense, the Library might be able to finance this transportation fund out of the Library's budget and that the transportation fund be used as an opportunity to do outreach to schools with which the Library does not have a current relationship.

J. Kemper suggested that the funded student groups be required to have established goals or curricula in advance of visiting the Children's Library, and that the Library have a managed process for school visits. H. Fortunato stated that he and Children's Library staff would review the curricula to develop curriculum specific tours of the Children's Library.

H. Fortunato stated that to attract family groups on the weekends that there will be a range of thematic events on Sunday afternoons at the Children's Library. There will also be an effort to promote after school programs, targeting groups such as boys clubs, girl clubs, and homeless shelters for families.

Several Board members suggested having a future meeting at Library sites where meetings have not been held in the past, such as Waldo, Trails West, and Ruiz. C. Kemper stated that he would look into having a future meeting at the Ruiz branch.

J. Caulfield and D. Mayta asked if the removal of Independence schools from the school districts affected the Library's tax base. C. Kemper assured the Board that this would not affect the Library's tax revenue, as the Library is a separate political entity.

C. Kemper discussed the Director's Report. If the Black Archives of Mid-America are ready to host a tour of its collection and new building, the Library would schedule a tour for the Board. The Plaza Lower Level/Truman Center is on track for completion; although no date has been set for the grand opening, the meeting rooms should be completed by early March. Fundraising for the Plaza Lower Level/Truman Center is going well, and depending on the results from the current grant requests, the Library may not need to dip into contingency funds for the Plaza. The Library needs to raise approximately \$500,000 for Plaza exhibits. The Library has hired Claudia Baker as Development Director for the Library.


In a discussion of the number of meetings held at the Plaza Library, J. Kemper asked about parking spaces available at the Plaza Branch if the Plaza Branch were to become a meeting center space. C. Kemper stated that the evenings should not present a problem for parking, but during the day, if the Library had a program that involved many individuals coming on their own, it might be an issue, and the Library will need to plan for these circumstances. O. Dorsey requested that the Board be provided information about usage fees for the Plaza Branch/Truman Center prior to the grand opening of the Truman Center. C. Kemper said that the Library usage fees would try to make a distinction between for-profit and non-profits usage of the space.

The Library would schedule a presentation by TIF Commission staff to the Board on the TIF process in early 2008.

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

The meeting adjourned at 5:50 p.m.


Secretary


Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
January 18, 2008**

The Ad Hoc Committee on Black Archives of Mid-America, Inc. of the Board of Trustees of Kansas City Public Library, pursuant to official notification, met Friday, January 18, 2008, at 3:30 p.m. at the Black Archives of Mid-America, Inc., 2033 Vine, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey (Chair)
Billie Howard Barnes
Enrique Chaurand, Jr.

OTHER BOARD MEMBERS PRESENT:

Dave Mayta

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Oliver Clark, Bluford Branch Manager
Dorothy Elliot, Deputy Executive Director for Branch and Outreach
Services
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations

OTHERS PRESENT:

Gerry Kremer
Christopher Leech
Dr. Pellom McDaniels, III
Barbara Peterson
Ann Smith

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

After the participants introduced themselves to one another, C. Kemper asked Gerry Kremer from the State Historical Society of Missouri and Christopher Leech from the Kansas City Museum to discuss the Black Archives of Mid-America's collection. G. Kremer discussed the importance of the materials at the Black Archives of Mid-America as a record of the African American community in Kansas City. He also discussed how the State Historical Society assisted the Black Archives in organizing the materials. He

added that he felt it important that the African American community in Kansas City have ownership of these historic records, that the Archives focus on the Kansas City area and not the entire Midwest, and that the Black Archives focus on being an archive, not a museum.

C. Leech discussed the condition of the materials. The Black Archives asked the State Historical Society to review the materials and evaluate their condition and to make recommendations on the storage of the materials. The State Historical Society determined that the materials could be stored at the Black Archives space with cleaning and proper environmental conditions. The Black Archives' board began the cleaning and environmental preparation, and the Black Archives is now ready to assess the collection and to allow scholars access to the materials.

O. Dorsey asked if the Black Archives' goal for the collection was to allow scholarly, research usage of the materials, or general public usage of the materials. C. Leech responded that the Black Archives would like there to be guided public access to these materials. C. Kemper added that the Library could use some of the materials from the Black Archives for education and display to the general public, and that it could be an opportunity to educate school groups on the use of an archive.

P. McDaniels added that a well maintained Black Archives collection would encourage the African American community to donate historic materials, currently held by families, to the Black Archives, and that it would help educate the African American community about their heritage.

C. Leech stated that he felt that the Library's trained staff could help provide public access to the Black Archives' materials and help the public learn more about the African American community in the Kansas City area.


C. Leech then took the group on a tour of the facilities and the collection materials.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,



Olivia Dorsey, Chair
Ad Hoc Committee



Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
January 22, 2008**

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 Tuesday, January 28, 2008, at 6:00 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey, Chair
Enrique Chaurand, Jr.
Billie Howard Barnes

OTHER BOARD MEMBERS PRESENT:

Jonathan Kemper
Claudia Oñate Greim

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

O. Dorsey called the meeting to order at 6:05 p.m.

The committee members discussed the January 18, 2008 tour of the Black Archives of Mid-America. C. Kemper noted that the Library needs to define the relationship with the Black Archives particularly the Library's commitment to the Black Archives in terms of finances and the timeframe of the commitment.

B. Howard Barnes had questions about how much community outreach had been done within the Kansas City African American community to cultivate resources for the archives. C. Kemper stated that not much community outreach has been done to date, as the Black Archives prioritized the development of the collection's structure. If the Library were involved with the Black Archives, the community outreach efforts would increase.

C. Kositany-Buckner noted that the Library's archival expertise could improve potential donors' comfort with donating materials to the Black Archives.

O. Dorsey asked how the Library would balance the financing of the Archives partnership on an ongoing basis as the Library maintains its branches and continues its core mission.

C. Kemper stated that the relationship is good for the Library as it garners support from the African American community and the Kansas City community in general at a relatively low cost, and is the right thing to do as it improves the comfort of the African American community in donating important historical resources to the collection. He also noted that the Library might reconsider its Branch strategy, as the Black Archives could do outreach to all the Branches at a low cost, rather than having one Branch, such as Bluford, with most of the African American collection.

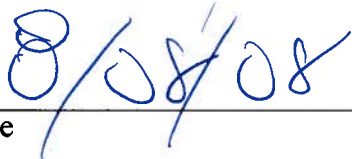
O. Dorsey asked that the Board be presented with a Memo of Understanding on the Library's relationship with the Black Archives at the February Board meeting.

J. Kemper asked that a dollar estimate of the Library staff time involved in the Black Archives partnership be included in any budget considerations. O. Dorsey added that there was a University aspect to the archives collection, and that local universities might be interested in becoming involved with the archiving process.

The meeting adjourned at 6:45 p.m.



Olivia Dorsey, Chair
Ad Hoc Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—January 22, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, January 28, 2008, 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
Evert Asjes III
Enrique Chaurand, Jr.
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, Public Affairs Director
Lawana Gibson, Executive Services
Helma Hawkins, Director of Youth Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Bob Pederson, Senior Human Resources Generalist
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Bob Fitzgerald
Brian Howes
Katie Taylor

J. Kemper called the meeting to order at 4:45 p.m.

J. Kemper turned over the meeting to the Chief Executive for election of officers. C. Kemper asked for nominations. **Motion by O. 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 E. Asjes.** C. Kemper asked if there were any other names for consideration. There were none. **Approved unanimously.**

C. Kemper discussed the Board Calendar for calendar year 2008 (LBM 3307). Regular Board meetings will continue to be held on the third Tuesday of each month, except for the month of May (May 27, 2008) and August (August 28, 2008). J. Kemper asked that

the Strategic Plan be presented in either May or June of 2008, in connection with a Board retreat.

Motion by J. Caulfield to approve the minutes of the December 12, 2007 Building Oversight Committee meeting and the December 18, 2007 regular Board meeting. Second by O. Dorsey. J. Kemper clarified on page 2 of the December 18, 2007 minutes that if Library funds were to subsidize a tour, that the student groups do some preparation in advance related to what their experience would be, and shared information with the Board on a similar program run by the National Trust for Historic Preservation. **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.)

Motion by J. Caulfield to approve the Consent Agenda items before the Board. Second by D. 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 December 2007: Payroll (12/14/07 net cash \$216,493 plus taxes \$84,963) and (12/31/07 net cash \$222,632 plus taxes \$87,966), total amount of \$612,054; General Expense Payments including Checks (#138961-139146), in the amount of \$1,276,704. (LBM 3308)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for December 2007. (LBM 3309)

C. Kemper discussed the tax protest in Jackson County and the potential loss of revenue associated with it. He reported that the Jackson County Assessor might not have final numbers on the potential revenue loss until March, 2008.

Motion by E. Asjes to convene a closed session under 610.021(1) RSMo to discuss legal issues. Second by O. Dorsey. Approved unanimously.

The committee was in closed session from 5:02 p.m. until 5:30 p.m. J. Kemper left the Board Room for a portion of the closed session. No action was reported.

Motion by E. Asjes to instruct staff to work with counsel, pursuant to 139.031(8) RSMo to resolve the tax protest issues with Jackson County as counsel recommends. Second by O. Dorsey. Approved unanimously.

E. Asjes left the meeting at 5:35 p.m.

Motion by D. Mayta to approve the recommendation of the Chief Executive to authorize the Chief Executive and the Board President to execute the Gary Dickinson Family Charitable Foundation Grant #20710111kc – Terms and Conditions Agreement, and ratify the related letter of clarification acknowledged by the Greater Kansas City Community Foundation, dated December 13, 2007. Second by E. Chaurand. Approved unanimously. (LBM 3310)

J. Kemper asked that the recommended procedure related to Board notification of grant terms and conditions instead be part of the larger gift and loan policy that would incorporate timely reports to the Board on these terms and conditions. C. Kemper stated

that C. Baker would have a Gift and Loan policy to present to the Board at the February meeting.

Motion by J. Caulfield to approve the recommendation of the Chief Executive to adopt the attached Budget Calendar for Fiscal Year 2008-2009. Second by O. Dorsey. Approved unanimously. (LBM 3311)

As part of his Director's Report, C. Kemper introduced C. Baker, the Library's Director of Development, and stated that she would have a draft outline of the Library's fundraising plan for the Board to review at the February meeting. He also gave the Board a report on staff participation at the ALA Conference.

O. Dorsey gave a report on the Ad Hoc Committee on the Black Archives of Mid-America, Inc. meeting and tour held on January 18, 2008 at the Black Archives site. The Ad Hoc Committee did not take any action at the meeting, and planned to discuss the visit and other issues immediately following the Board meeting.

Motion by D. Mayta to adjourn. Second by B. Howard Barnes. Approved unanimously.

The meeting adjourned at 6:00 p.m.

Joan Caulfield
Secretary

8-8-08
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—February 19, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, February 19, 2008, 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
Evert Asjes III
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Claudia Oñate Greim

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Kate Barsotti, Digital and Web Master
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and Outreach Services
Henry Fortunato, Public Affairs Director
Helma Hawkins, Director of Youth Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for Operations
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Bob Fitzgerald
Brian Howes
Jim Lacy
Katie Taylor

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

Motion by D. Mayta to approve the minutes of the January 18, 2008 Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting, the January 22, 2008 regular Board meeting, and the January 22, 2008 Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting. Second by B. 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.)

Motion by D. Mayta to approve the Consent Agenda items before the Board. Second by J. 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 January 2008: Payroll (01/03/08 net cash \$116,796 plus taxes \$36,739) and (01/17/08 net cash \$202,737 plus taxes \$81,389) and (01/31/08 net cash \$210,519 plus taxes \$84,183), total amount of \$732,363; General Expense Payments including Checks (#139147-139442), in the amount of \$1,189,145. (LBM 3313)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for January 2008. (LBM 3314)

E. Chaurand arrived at 4:40 p.m.

C. Kemper introduced Jim Lacy of Lacy & Company, who discussed the contract revision with ASAI Architecture to provide architectural services for the Plaza Library – Lower Level. Although the Board approved the original contract with ASAI in June, 2006, in an amount not to exceed \$300,000, since that time the scope and design of the Plaza Lower Level project has changed. The estimated final cost of \$650,000 includes \$95,000 for other consultant costs and \$73,000 of exhibit design costs.

J. Kemper asked about the budget for the exhibit area for the Plaza Lower Level/Truman Center exhibit, and asked that the Board be sent the exhibit renderings for the Plaza Lower Level/Truman Center exhibit.

Motion by E. Asjes to approve the recommendation of the Chief Executive to authorize a contract revision with ASAI Architecture of Kansas City, Missouri, to provide architectural services for the Plaza Library – Lower Level at a cost not to exceed \$650,000. Second by D. Mayta. Approved unanimously. (LBM 3315)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize payment to Eisterhold Associates, Inc. for design services for the Plaza Lower Level exhibit, not to exceed \$60,000. Second by J. Caulfield . Approved unanimously. (LBM 3316)

C. Kemper discussed the proposed Memorandum of Understanding (MOU) between the Kansas City Public Library and the Black Archives of Mid-America, Inc. (LBM 3317). He noted that the MOU had a narrowly defined financial responsibility, with the funding coming only from the John Hope Franklin Fund to pay for the Library staff that would be hired to work with the Black Archives' collection.

O. Dorsey asked if the Library staff hired to work with the Black Archives' collection would cease employment if the relationship with the Black Archives of Mid-America ceased. C. Kemper responded that if the relationship with the Black Archives of Mid-America ceased, the staff positions would not be continued.

E. Asjes stated that he would like the Ad Hoc Committee on the Black Archives of Mid-America, Inc. to have the authority, on behalf of the entire Board, to approve the MOU between the Library and Black Archives of Mid-America, Inc., so long as no major changes were made to the proposed MOU currently before the Board.

J. Kemper requested a timetable showing the build-out for the Black Archives, showing the time that the collection will be processed, and when they will have programming in place. He also requested the scope of work for the Black Archives, and the Black Archives Director's job description, and a commitment from the Black Archives Board of Trustees to hire someone based on that job description. Further, he requested to have the Library's in-kind expenses enumerated and reported to the Board on a regular basis, as well as a regular report on the spending from the John Hope Franklin Fund.

E. Asjes stated that he would like to have a joint meeting of the Kansas City Public Library's Board of Trustees and the Black Archives of Mid- America, Inc. Board of Trustees at some point in the future.

Motion by E. Asjes to authorize the Ad Hoc Committee to approve the proposed Memorandum of Understanding between the Black Archives of Mid-America, Inc. and the Kansas City Public Library, if the Ad Hoc Committee feels that the proposed Memorandum of Understanding currently before the Board is substantially correct. Second by J. Caulfield. Passed Unanimously.

As part of his Director's Report, C. Kemper discussed the Library's increased attendance at the Library's programming, as well as ongoing fundraising efforts. He introduced Kate Barsotti, the new Digital & Web Manager for the Kansas City Public Library. In the interest of time, K. Barsotti would present the Library Website Preliminary Plan at a future Board Department Review meeting, and C. Baker would present the Development Plan 2008 – 2009 at a future joint meeting of the Board and the Kansas City Public Library Foundation Board.

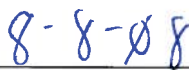
Motion by E. Asjes to convene a closed session under 610.021(1) RSMo to discuss legal issues. Second by O. Dorsey. Approved unanimously.

The committee was in closed session from 5:30 p.m. until 6:39 p.m. J. Caulfield left the meeting at 5:50 p.m. B. Howard Barnes left the meeting at 6:30 p.m. The Board reported that pursuant to Section 139 of the Missouri statutes that next Tuesday, February 26, 2008 the Board would file a lawsuit to petition to receive its protested property tax funds.

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

The meeting adjourned at 6:40 p.m.


Secretary


Date

MINUTES

Kansas City Public Library Board of Trustees Special Meeting—February 27, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Wednesday, February 27, 2008, at 12:00 noon at the Irene H. Ruiz Biblioteca de las Americas Branch Library, 2017 West Pennway, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Joan Caulfield
Evert Asjes III
Claudia Oñate Greim

MEMBERS ABSENT: Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes

STAFF PRESENT: Crosby Kemper III, Chief Executive
Reed Beebe, Administrative Officer
Dorothy Elliott, Deputy Executive Director for Branch/Outreach
Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Julie Robinson, Branch Manager (Ruiz)
Debbie Siragusa, Chief Financial Officer

C. Kemper began the meeting at 12:05 p.m. by introducing J. Robinson, and asked her to tell the Board about the Irene H. Ruiz Biblioteca de las Americas (Ruiz) Branch, its day to day activities, the demographics of the community, and the Branch's relationships with the community.

J. Robinson began by discussing the Branch's relationship with the Primitivo Garcia Elementary school. Although the Ruiz Branch has good relationships with Altavista High School, Our Lady of Guadalupe School, and Cristo Rey, the Ruiz Branch has been very involved with the Primitivo Garcia Elementary school. To support the school districts "Success for All" program, the Ruiz Branch's staff worked with the school's principal to sign-up every student for a library card. Fifty percent of the students are currently enrolled, and the student applications for Library cards are still received. However, changes in the school administration have put the "Success for All" program on hold. Ruiz Branch staff members are currently discussing after-school reading programs with Primitivo Garcia Elementary school staff.

J. Robinson distributed calendars that highlighted some of the programming that occurs at the Ruiz Branch. Programs that were discussed include:

- **Movies for Older Adults:** this movie program started with the idea of getting senior citizens in the Library on a comfortable basis, although some younger adults also attend. Many of the attendees return to watch other movies in the Library on a regular basis.

- **Conversando:** the longest running program at the Ruiz Branch, in which participants are encouraged to converse and read in Spanish.
- **English as a Second Language:** The Branch is starting an ESL class, as some of the agencies providing this service have moved out of the Westside area and into the Northeast area.
- **Computer Basics:** This program is only taught in Spanish so that the participants are comfortable learning the technology in a language in which they are fluent.
- ***Runescape*@Ruiz:** This online medieval strategy game is popular with younger users, and usage is currently at maximum capacity. To participate, the *Runescape* users have to have good behavior in the Library, and (for the all-night *Runescape* lock-ins) a GPA average no lower than a “C-”.

C. Kemper asked J. Robinson if the *Runescape* participation capacity could be increased if laptop computers were available for checkout. She responded affirmatively.

E. Asjes asked J. Robinson if the Ruiz Branch was accepted in the neighborhood, and if there had been any vandalism incidents. J. Robinson responded that the Ruiz Branch enjoyed strong community support, and that there had not been any recent incidents of vandalism or graffiti.

J. Caulfield asked about the community demographics. J. Robinson said that the population is approximately 50% Hispanic, 35% African American, and 15% Other. The Caucasian population is growing, and the Hispanic population is decreasing. The Hispanic population consists of different cultural groups, and there has been some rivalry between youth gangs in the neighborhood.

J. Robinson mentioned that the Branch collection consisted of Spanish and English materials, and that the Branch materials are circulated throughout the consortium system. The Ruiz Branch has the highest level of video and DVD circulation than any other Branch.

The Ruiz Branch partners with the Westside Action for Youth (WAY) program with the “Back-To-School Celebration”. Two thousand to twenty-five hundred people attend the celebration, and backpacks and school supplies are provided to the children that attend. The Old Fashioned Fall Family Festival had 300 attendees, and the Ruiz Branch participates in the Toys for Tots program.

Observing that the buildings across the street looked unused and rundown, C. Kemper stated that he would speak to city council members Jan Marcason and Beth Gottstein about the Westside issues.

J. Robinson noted that volunteers would be helpful for both life skills and English as a Second Language instruction.

J. Robinson discussed how the Westside Community Action Network (CAN) Center program has helped the immigrant community, and some of the funding challenges the CAN Center faced. E. Asjes asked if the Board could partner with the CAN Center and its director Lynda Callon. C. Kemper stated that at the March Board meeting, Board members could consider a resolution in support of the CAN Center, and that staff would work with Lynda Callon to gather statistics and information on the CAN Center for the Board’s information.

Asked about the Ruiz Branch’s needs and constraints, J. Robinson stated that space constraints were the biggest challenge at the Ruiz Branch in terms of programming and

activities, but that wait time on the computers could be reduced by having laptops available for checkout.

J. Robinson gave the Board members a tour of the Ruiz Branch.

The meeting ended at 1:30 p.m.

Joan Caubfield
Secretary

8-8-08
Date

COMMITTEE NOTES

**Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc.
Kansas City Public Library
Board of Trustees
February 29, 2008**

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, February 29, 2008, at 3:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Olivia Dorsey, Chair
Enrique Chaurand, Jr.
Billie Howard Barnes

OTHER BOARD MEMBERS PRESENT:

David Mayta

COMMITTEE MEMBERS ABSENT:

Jonathan Kemper

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Oliver Clark, Branch Manager (Bluford)
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Debbie Siragusa, Chief Financial Officer

The meeting began at 3:40 p.m.

C. Kemper and the committee members discussed the future building space for the Black Archives of Mid-America, Inc. ("Black Archives") as well as the funding sources for the Black Archives site and the operational budget for the Black Archives, which consists of City government and private funds, as well as possible tax credits. While discussing the budget outlined in the proposed Memorandum of Understanding ("MOU"), he noted that the approximately \$123,000 in the John Hope Franklin Fund would be used to hire Library staff and to fund projects and activities that both serve the mission of the Library and support the Black Archives for approximately one year.

O. Dorsey asked about the oversight of the funding. C. Kemper stated that although the funds given directly to the Black Archives would be monitored by the Black Archives

staff and board of trustees, the John Hope Franklin Fund and any money given in support of the Black Archives from private sources through the Library would be monitored by the Library.

O. Dorsey asked about the sustainability of the relationship to the Black Archives, specifically assurances that the ongoing fundraising efforts of the Black Archives would not conflict with the Library's fundraising efforts and not detract from the Library's staff efforts to raise money for the Library. C. Crosby noted that the proposed MOU limited the amount of money and the term of commitment so that there were no open-ended commitments of Library resources to the Black Archives. He also stated that one of the Library's goals in the partnership was to help the Black Archives achieve successful independent fundraising, and that although the Chief Executive would initially assist with the fundraising, the Chief Executive would keep the Board informed on the fundraising efforts on a regular basis.

O. Dorsey asked C. Kemper if he would be willing to discontinue the relationship with the Black Archives at the end of the one year commitment if the Black Archives were independently capable of acquiring the resources that they need for their mission. C. Kemper stated that he would be willing to do so. O. Dorsey then asked C. Kemper if he would (should the Board determine at the end of the one year agreement that the Black Archives relationship was detrimental to the Library's mission) support the Board's decision to end the relationship. C. Kemper stated that he would do so, but would strongly encourage the Board to consult senior Library staff and outside opinion before taking such as step.

O. Dorsey asked senior Library staff involved in the partnership process to express their concerns about the proposed partnership. C. Kositany-Buckner expressed concerns about the legitimacy of ownership of the collection at the Black Archives and that it might be an issue in the future. D. Siragusa stated that the Library should be careful to maintain a clear delineation of funds and responsibility for the funds, commenting that the MOU was intended to clearly define the use of the John Hope Franklin Funds and that any other funding that the library was responsible for would need to be clearly defined and should be held by the Library. L. Brack stated that she had concerns about who had authority to establish the standards of service and professionalism, as the Library would want to maintain a positive customer service experience for the public. D. Elliott expressed support for the vision of the Chief Executive and the Deputy Executive Director for Operations for this partnership and indicated that she shared concerns previously voiced by Ad Hoc Committee members about the possible dissipation of resources which could be used for other Library goals and priorities.

Motion by E. Chaurand to approve the recommendation of the Chief Executive to approve the Memorandum of Understanding between the Kansas City Urban Public Library and the Black Archives of Mid-America, Inc. on behalf of the Board of Trustees of the Kansas City Public Library, as authorized by the motion made at the February 19, 2008 Board meeting. Second by B. Howard Barnes. Approved unanimously. (LBM 3319)

The meeting adjourned at 4:40 p.m.



Olivia Dorsey, Chair
Ad Hoc Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—March 24, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Monday, March 24, 2008, at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

MEMBERS PRESENT: Jonathan Kemper, President
David Mayta
Evert Asjes III
Enrique Chaurand, Jr.
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Joan Caulfield

STAFF PRESENT: Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Kate Barsotti, Digital and Web Master
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliott, Deputy Executive Director for Branch and
Outreach Services
Crystal Faris, Director of Teen Services
Lawana Gibson, Executive Assistant
Helma Hawkins, Director of Youth Services
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Customer Services/Collection Development
Mark Nordike, IT Director
Heather Pedersen, Administrative Assistant
Debbie Siragusa, Chief Financial Officer
Katie Taylor, Greenwood Event Coordinator

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

Motion by O. Dorsey to approve the minutes of the February 19, 2008 regular Board meeting, the February 27, 2008 special Board meeting, and the February 29, 2008 Ad Hoc Committee on Black Archives of Mid-America, Inc. meeting. Second by D. Mayta. Approved unanimously. (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

C. Oñate Greim arrived at 4:35 p.m.

Motion by E. Asjes to bring the Consent Agenda items before the Board. Second by O. Dorsey. Approved unanimously.

B. Howard Barnes arrived at 4:40 p.m.

C. Kemper discussed the Consent Agenda items with the Board. While discussing the financial reports, C. Kemper noted that while the Library was close to its expense budget, the payments from the Assessor for back taxes and replacement taxes are lower than expected. Although the extent of the shortfall is not yet known, it could be as high as \$300,000.

Motion by D. Mayta to approve the Consent Agenda items before the Board. Second by J. 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 February 2008: Payroll (02/14/08 net cash \$206,839 plus taxes \$84,798) and (02/28/08 net cash \$253,259 plus taxes \$105,020), total amount of \$649,916; General Expense Payments including Checks (#139443-139805), in the amount of \$1,765,292. (LBM 3320)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for February 2008. (LBM 3321)

Move approval of the recommendation of the Chief Executive to authorize renewal of the Library's subscription to *Reference USA* library package at a cost of \$53,000 from infoUSA. (LBM 3322)

C. Kemper discussed the authorization of payment to KCPT Public Television 19 ("KCPT") for the pilot of *Meet the Past*. The Library has paid a total of \$16,000 for the pilot. The Library has a sponsorship of \$6,000 from Bank of America for the pilot, and only \$10,000 will come out of the Library's program budget.

O. Dorsey asked about the syndication rights. C. Kemper stated that the Library owned the syndication rights, but noted that the syndication rights for local public television programs generally do not generate a lot of revenue.

J. Kemper asked if any lawyers had reviewed the contract with KCPT for the pilot episode. C. Kemper stated that Bob Fitzgerald had reviewed the contract, and that if the pilot were selected for an ongoing series, he would have an intellectual property lawyer look at any proposed contract.

Motion by E. Chaurand to approve the recommendation of the Chief Executive to authorize payment of \$16,000 to KCPT Public Television 19 for production costs. Second by C. Oñate Greim. Approved unanimously. (LBM 3323)

C. Kemper discussed naming opportunities for several Plaza Lower Level spaces. The proposed space names would recognize the sponsorship of the donors, specifically designating the Plaza Lower Level's large conference space as the "Barton P. Cohen Conference Center" and its small conference space as the "Courtney S. Turner Meeting Room." Although the Board would not be able to approve the naming of any spaces until a future Board meeting subject to Kansas City Public Library Policy 418, he indicated that he would like to have some temporary signage that noted the names of the spaces at the Plaza Lower Level's grand opening on April 6, 2008. Several Board members

indicated that temporary signage noting the suggested space names would be acceptable at the grand opening.

Motion by O. Dorsey to put the naming of the Plaza Lower Level space as “The Kansas City Public Library Truman Forum”, the naming of the Plaza Lower Level small conference space as the “Courtney S. Turner Meeting Room”, and the naming of the Plaza Lower Level large conference space as the “Barton P. Cohen Conference Center” on the Board Calendar for approval at a future Board meeting. Second by E. Asjes. Approved unanimously.

As part of the Director’s Report, C. Kemper discussed the parking garage acquisition, the ongoing tax protest and pending state legislation to address future reimbursement of any withheld tax revenue, and the Plaza Lower Level grand opening on April 6, 2008.

The presentation on the Library Website Preliminary Plan was postponed for a future meeting date.

O. Dorsey gave a report on the February 29, 2008 Ad Hoc Committee Meeting on Black Archives of Mid-America, Inc. meeting, in which the Memorandum of Understanding between the Black Archives of Mid-America, Inc. (“Black Archives”) and the Library was approved per the motion of the Board on February 19, 2008. J. Kemper expressed caution about the possible erosion of city funding for the Black Archives, and about the Library’s sustained commitment of resources to the Black Archives. C. Kemper responded that the Library was only committed to limited non-cash resources and funds from the John Hope Franklin Fund, and that there were possible financial commitments from a major foundation that would guarantee the operations of the Black Archives for several years. E. Chaurand added that the Committee had raised similar concerns to J. Kemper’s, and that the Committee was comfortable with C. Kemper’s responses to those concerns.

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

The Board was in closed session from 6:10 p.m. until 7:05 p.m. No action was taken.

The meeting adjourned at 7:05 p.m.

Joan Caulfield
Secretary

8-8-08
Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—April 15, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, April 15, 2008, 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
Evert Asjes III
Enrique Chaurand, Jr.
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
Crystal Faris, Director of Teen Services
Henry Fortunato, Director of Public Affairs and Communication
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 4:34 p.m.

Motion by E. Asjes to approve the minutes of the March 24, 2008 regular Board meeting. Second by D. Mayta. Approved unanimously. (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

Motion by J. Caulfield to bring the Consent Agenda items before the Board. Second by C. Oñate Greim. Approved unanimously.

C. Kemper discussed the Consent Agenda items with the Board. He noted that the Aquabrowser software had been purchased, and that a demonstration of the software would be given to Board members at the upcoming Operations Committee meeting on April 30, 2008. While discussing the financial reports, C. Kemper reported that the

Library had recovered approximately \$711,000 of the \$745,000 in withheld property taxes that the Library had sued to recover from Jackson County. C. Kemper stated that there could be a modest deficit in the budget this year, depending on the Library's level of capital spending.

O. Dorsey arrived at 4:40 p.m.

Motion by E. Asjes to approve the Consent Agenda items before the Board. Second by D. 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 March 2008: Payroll (03/13/08 net cash \$212,135 plus taxes \$85,024) and (03/27/08 net cash \$213,408 plus taxes \$85,595), total amount of \$596,162; General Expense Payments including Checks (#139806-140094), in the amount of \$883,156. (LBM 3327)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for March 2008. (LBM 3328)

Motion by E. Asjes to approve the recommendation of the Chief Executive to authorize payment of \$10,000 honorarium to Dr. Robert Putnam for Keynote Speaker services. Second by D. Mayta. Approved unanimously. (LBM 3329)

C. Kemper informed the Board that three laptops had been lost from the Central Library. He stated that the Library would explore methods to limit future losses, such as requiring more stringent identification for checkout, allowing checkout of the laptops only if all desk computers were in use, and perhaps look at other computer theft recovery services.

Motion by E. Asjes to approve the recommendation of the Chief Executive to authorize the purchase of 15 new laptop computers from Dell at a one-time cost not to exceed \$23,355. Second by O. Dorsey. Approved unanimously. (LBM 3330)

Discussing Library Board Memo 3331, C. Kemper noted that a previous donation to the Library from J. Kemper would fund the purchase of 10 HDTV LCD screens to create a video wall next to the Kirk Hall elevators, which would highlight the Library's collections.

Motion by E. Asjes to approve the recommendation of the Chief Executive to authorize the purchase of 10 HDTV LCD screens and a high powered workstation to create a video wall display near the public elevators in Kirk Hall at a cost not to exceed \$51,000. Second by J. Caulfield. Approved unanimously. (LBM 3331)

E. Chaurand arrived at 4:50 p.m.

With the consent of the Board, C. Kemper discussed collectively the several naming opportunities available for the Plaza Lower Level space and facilities, as well as a naming opportunity for a Library fund. He noted that the friends and family of Barney Karbank had given a total of \$54,000 that could go into the proposed Barney Karbank Fund, pending some re-arrangement of the current budget. Although the proposed fund would be unrestricted, the Library's intent would be to spend the money on capital expenditures to support the classical book collection in the Central Library.

Motion by E. Asjes to approve Library Board Memos 3332, 3333, and 3334, and to acknowledge the information in Library Board Memo 3335. Second by D. Mayta. Approved unanimously. The following items were approved:

Move approval of the recommendation of the Chief Executive to name the Plaza Lower Level space "The Kansas City Public Library Truman Forum". (LBM 3332)

Move approval of the recommendation of the Chief Executive to name the Plaza Lower Level's large conference space the "Barton P. Cohen Conference Center". (LBM 3333)

Move approval of the recommendation of the Chief Executive to name the Plaza Lower Level's small conference space the "Courtney S. Turner Meeting Room". (LBM 3334)

As part of the Director's Report, C. Kemper discussed pending state legislation that could affect the Library's ability to recover funds withheld due to a tax protest. He also announced that the Greenwood Society had raised approximately \$40,000, and that the Library was working with the Johnson County Library and Mid-Continent Public Library to host an Urban Library Council Winter meeting in 2009 on regionalism. It would cost the Kansas City Public Library approximately \$8,000 to host the Urban Library Council Winter meeting, plus some overhead costs.

J. Kemper asked if the fee schedule had been finalized for the Truman Forum. C. Kemper responded that it had not been finalized, and that the Board would be provided with a finalized fee schedule at a future Board meeting.

H. Fortunato updated the Board on the programming events at the Library. O. Dorsey asked about the expenses and budget associated with the events. H. Fortunato indicated that not all of the expenses associated with the events, such as security expenses, were part of his budget, but that he was working with Finance to better identify costs associated with the events. D. Siragusa noted that the budget for ESI funds will be overspent for the year, and that a budget revision would be brought to the Board next month.

E. Asjes asked that the Board be provided with a copy of the Library's credit card usage policy. C. Kemper stated that he would provide the Board with copies of the credit card usage policy, as well as the cell phone usage policy.

Motion by E. Asjes to convene a closed session under 610.021(1) and 610.021(3) RSMo to discuss legal and personnel issues. Second by O. Dorsey. Approved unanimously.

B. Howard Barnes left at 5:30 p.m.

The Board was in closed session from 5:30 p.m. until 5:45 p.m. No action was taken.

The meeting adjourned at 5:45 p.m.



Secretary



Date

COMMITTEE NOTES

Operations Committee Meeting Kansas City Public Library Board of Trustees April 30, 2008

The Operations Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Wednesday, April 30, 2008, at 2:30 p.m. at the Central Library, (Baltimore entrance) 14 West 10th Street, Kansas City, Missouri.

COMMITTEE MEMBERS PRESENT:

Joan Caulfield (Chair)
Enrique Chaurand, Jr.
Billie Howard Barnes
Jonathan Kemper (ex officio)

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey
David Mayta

STAFF PRESENT:

Crosby Kemper III, Chief Executive
Claudia Baker, Director of Development
Kate Barsotti, Web and Digital Manager
Reed Beebe, Administrative Officer
Lillie Brack, Central Library Director
Dorothy Elliot, Deputy Executive Director for Branch and
Outreach Services
Henry Fortunato, Public Affairs Director
Sandy Hull, System Administrator
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Mark Nordike, IT Director
Greg Renner, Web Developer
Debbie Siragusa, Chief Financial Officer

J. Caulfield called the meeting to order at 2:35 p.m.

M. Nordike, G. Renner and S. Hull gave a presentation to the Board on the new AquaBrower software. C. Kositany-Buckner stated that the objective of using the new AquaBrower software was to make the online catalog more user-friendly. S. Hull explained that users would be able to refine their search; in addition to a "Search All" feature, page tabs would allow users to search by "Movies", "Books", and "Music and Audio" categories. The AquaBrower software will improve the users' ability to search for and identify materials, despite user mis-spellings. The advanced search features of the

software also allow searches by year of publication, call numbers and ISBN numbers. There is also a feature that allows users to choose a Spanish language version of the text.

J. Kemper asked when the Aquabrowser software would be available to the public. M. Nordike indicated that staff members were still working through the customization process, but that he expected it to be ready in a matter of days or weeks.

E. Chaurand arrived at 2:45 p.m.

J. Kemper asked if it were possible to brand the online catalog as something other than "AquaBrowser", similar to the New York Public Library's CATNYP catalog. C. Kemper indicated that the software could be customized and that some thought could be given to the name of the online catalog.

J. Kemper asked if the Kansas City Library Consortium members would have access to the AquaBrowser software. S. Hull responded that while the consortium members would continue to use their own iBistro pages, they would be able to access the Library's AquaBrowser site to search for books.

J. Kemper suggested that the Spanish text for the AquaBrowser site be given to J. Caulfield and E. Chaurand for review and comment. C. Kemper noted that the Spanish text could be corrected if needed if Spanish speaking members of the community noted any errors.

J. Kemper asked if the screens could be adapted for people who have vision problems, and suggested that vision impaired groups be consulted for their input.

K. Barsotti gave a progress report on the Library's website development. She highlighted several other Library websites based on their ease of use, content, and visual design/interface use. She discussed her research into usability of the website, noting the difference in information mapping based on factors such as education, expertise/comfort with technology, disabilities, and library usage. Using the Public Affairs department as an example, she discussed how the current website processes were evaluated and streamlined.


For content enhancement, K. Barsotti suggested using the BookLetters service to provide web content such as book jacket and DVD images, and bestseller and award lists, reviews, and e-newsletters. She also discussed using staff blogs that would be reviewed by supervisors to approve content, and streamlining the topics and sub-topics in the existing subject guide. The new website would allow a new functionality in terms of distribution of content creation and editing, with librarians submitting web content to supervisors for review and approval. She stated that the website is scheduled for launch in early July.

Motion by J. Kemper to adjourn. Second by D. Mayta. Approved unanimously.

The meeting adjourned at 3:55 p.m.

Respectfully submitted,


Joan Caulfield, Chair
Operations Committee


Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—May 27, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 27, 2008, 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
Olivia Dorsey
Billie Howard Barnes
Claudia Oñate Greim

MEMBERS ABSENT: Evert Asjes III
Enrique Chaurand, Jr.

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
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Director of Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Sara Shepherd

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

Motion by O. Dorsey to approve the minutes of the April 15, 2008 regular Board meeting and the April 30, 2008 Operations Committee meeting. Second by J. 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.)

Motion by D. Mayta to bring the Consent Agenda items before the Board. Second by C. Oñate Greim. Approved unanimously.

C. Kemper discussed the Consent Agenda items with the Board. Regarding the budget, C. Kemper stated that revenues were lower than expected in the area of replacement and back-taxes, which C. Kemper estimated to reach a shortfall of approximately \$200,000.

Expenses were higher than expected in the areas of utilities and programming. Expenditures for programming will be reduced in June and July. ESI funds will be used for additional programming expenses. Also, funding for programming from the Greenwood Society and other grant funds are not showing up in the operating budget, as these revenues are in a separate fund account; overall, C. Kemper expected the programming expenses and revenues to net to zero.

The Library is currently accounting for \$711,000 (received as a result of suing the County to recover protested tax money) as revenue. However, this money must be treated as a contingent liability, due to the possibility of the tax protest lawsuit being successful. The Library is still in discussion with its auditors as to how to account for the money, and if this amount or a portion of it will be accounted for as an allowance or reserve. To offset any potential deficit, the Library will continue its current hiring freeze and limit capital expenditures.

When asked about materials expenditures, C. Kemper stated that the Library was not spending its materials budget at the rate that it would like, but this was primarily due to some computer/shipping problems of its major children's books distributor. C. Kemper expected to meet budget by the end of the year.

Discussing revenue lost from TIF projects, C. Kemper stated that the Library has been and would continue to communicate with developers and the TIF commission about methods to minimize the Library's revenue losses from tax abatements. Terry Ward will be invited to attend the June Board meeting to discuss his analysis of TIF policy and tax abatement at the June Board meeting. J. Kemper suggested inviting the director of the Mid-Continent Public Library.

Motion by D. Mayta to approve the Consent Agenda items before the Board. Second by C. 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 April 2008: Payroll (04/10/08 net cash \$211,158 plus taxes \$85,016) and (04/24/08 net cash \$215,057 plus taxes \$87,545), total amount of \$598,776; General Expense Payments including Checks (#140095-140391), in the amount of \$842,643. (LBM 3337)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for April 2008. (LBM 3338)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to renew the contract with *SirsiDynix* to provide a one-year hosted software solution for the library automation system, at a cost of \$125,000. The contract would include software license renewal and hosting services (contract effective July 1, 2008 through June 30, 2009). (LBM 3339)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to authorize payment not to exceed \$18,000 to Lathrop & Gage for legal services associated with acquisition of the Library parking garage. Second by J. Caulfield. Approved unanimously. (LBM 3340)

Motion by J. Caulfield to approve the recommendation of the Chief Executive to approve payment of an additional \$7,000 to BKD, LLP for audit services for FY 2007 – 2008. (Revised total cost \$35,000), and contract with BKD, LLP for audit

services for FY 2008 – 2009 for \$35,000. Second by O. Dorsey. Approved unanimously. (LBM 3341)

J. Kemper asked that the Board receive a comparison of what other libraries, such as Mid-Continent Public Library, are paying for their audits.

Discussing the proposed credit card policy, B. Howard Barnes asked if there were a timeline for the submission of the credit card bills by employees, and D. Siragusa clarified that the accompanying procedure did require employees to submit payments in a timely manner. D. Siragusa also stated that there were approximately 25 employees who currently had credit cards.

Motion by D. Mayta to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 561 relating to credit cards on the Policy Calendar in accordance with Library Board Policy 002. Second by J. Caulfield. Approved unanimously. (LBM 3342)

Motion by D. Mayta to approve the recommendation of the Chief Executive to place a proposed new Library Board Policy 562 relating to protection of confidential and sensitive personal information on the Policy Calendar in accordance with Library Board Policy 002. Second by C. Oñate Greim. Approved unanimously. (LBM 3343)

Discussing the proposed budget increase of \$210,000 for the Public Affairs department, H. Fortunato noted that the programming/promotion budget for this year was the same as last year's budget, even though there were 106 events last year and 249 events to date this year. Also, the Library was experimenting with using more electronic promotion and less print promotion for some events. H. Fortunato and D. Siragusa also stated that more detailed expenses per event would be available next fiscal year. C. Kemper also noted that visitorship at the Central Library has increased by 50% this year, which can be largely credited to the programming held at the Central Library.

Motion by D. Mayta to approve the recommendation of the Chief Executive to adopt a revised 2007-2008 Library Operating Budget–General Fund of \$17,623,969. Second by O. Dorsey. Approved unanimously. (LBM 3344)

Discussing the proposed naming of the space outside the Stanley H. Durwood Film Vault the "Orval Hixon Galleries", J. Kemper asked if it were possible to name the space the "Orval Hixon Gallery" so as to reserve the naming of other spaces near the Stanley H. Durwood Film Vault. H. Fortunato stated that he had no objection to the name change. J. Kemper also requested that the Board be provided with more extensive biographical information highlighting Orval Hixon's importance to the Kansas City area.

Motion by B. Howard Barnes to approve the recommendation of the Chief Executive to place the naming of the space outside the Stanley H. Durwood Film Vault the "Orval Hixon Gallery" on the Board Calendar for approval consideration at a future Board meeting. Second by O. Dorsey. Approved unanimously. (LBM 3345)

C. Kemper informed the Board that he and J. Kemper had signed the Missouri State Library's Certification of Compliance Form for the Kansas City Public Library's compliance with statutes mandating filtering software on all Library PCs to limit minors' ability to gain access to pornographic material. (LBM 3346)

Discussing the Director's Report, C. Kemper stated that he spoke to the TIF Commission about the Library's position on tax abatement. He also updated the Board on the passage of Missouri Senate Bill 711, which is favorable legislation that may strengthen the Library's ability to recoup its revenues from the tax protest. He confirmed that the Black Archives of Mid-America, Inc. will be receiving \$1 million from a foundation, and may be close to hiring a director. He also indicated that the Board would be mailed a mock-up of the proposed new website design for the Kansas City Public Library.


H. Fortunato updated the Library on past events, as well as giving the Board information about the upcoming "The Big Read" program. H. Fortunato will speak to the National Endowment for the Arts about the corporate component of the Kansas City Public Library's corporate component to the program.

B. Howard Barnes asked about the display and circulation of materials in the new Children's Area. She stated that she thought it would be difficult for children to find additional books that were not on display in front of the Children's Area, but were shelved in the back room areas. T. Anderson and C. Kemper responded that the Library was experimenting with the displays in the Children's Area, and that the Library would monitor the circulation statistics. Staff and Board members were welcome to observe how the children were using the space and how well they were locating books.

Motion by D. Mayta to adjourn. Second by J. Caulfield. Approved unanimously.

The meeting adjourned at 6:00 p.m.


Secretary


Date

COMMITTEE NOTES

Finance & Audit Committee Meeting Kansas City Public Library Board of Trustees June 10, 2008

The Finance and Audit Committee of the Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, June 10, 2008, at 3:30 p.m. at the Central Library Board Room (14 West 10th Street, Kansas City, Missouri).

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

OTHER BOARD MEMBERS PRESENT:

Olivia Dorsey

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
Henry Fortunato, Director of Public Affairs and Communication
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Bob Pederson, Senior Human Resources Generalist
Debbie Siragusa, Chief Financial Officer

OTHER PRESENT: Chris Paulson

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

C. Kemper introduced C. Paulson, a manager at the Library's audit firm BKD, LLP, to discuss the upcoming audit schedule. Giving the Board an overview of the audit process, C. Paulson stated that the auditors have scheduled an additional week, as part of the risk assessment process, to get a further understanding of the Library's internal control structures and to test these structures. The risk assessment is scheduled to begin the week of June 23rd, and the field work is expected to begin on July 21st.

Library staff and auditors have discussed the mechanics and costs of the upcoming audit, and C. Kemper, C. Paulson, and D. Siragusa stated that they expected the auditing fees to remain fixed for the upcoming audit year.

C. Paulson stated that, at a later date, he would present the Board of Trustees with an overview of the audit process. D. Mayta suggested that the auditors present the overview at a regular meeting of the Board.

C. Kemper gave an overview of the proposed Preliminary Operating Budget for FY 2008 – 2009. The preliminary General Fund budget has a deficit of approximately \$109,000. Structurally, revenues have not kept pace with inflation, while the Library has expanded its activities. Most of

the Library's current fundraising efforts have focused on existing capital projects, although in the future the Library will do more fundraising for operational expenses. Although the preliminary budget projects a small increase in tax revenue, an increase may not occur. However, the Library may recover higher tax revenues with recently passed legislation, which is being reviewed by the Library's legal council.

The Library is currently not planning to reduce any staff positions, as the final Library budget could be close to breakeven when the final revenue numbers are known. Once the final revenue numbers are known, if a small deficit exists, attrition and delayed hiring practices may be sufficient to correct the deficit. If a larger deficit exists, the Library may consider cutting staff, operating hours, materials, or capital expenditures.

D. Siragusa discussed changes to the layout of the budget. In the FY 2008 – 2009 budget, the Kansas City Library Consortium (KCLC) fund will be dissolved (merged into the General Fund), as will the fund for external events, such as weddings. The external events fund was set up as a separate fund to account for the catering contract. Because there is no longer a catering contract, the costs are much smaller and much more appropriately accounted for as a department within the General Fund. The KCLC fund is being eliminated, as it is not a true consortium (where member organizations are shareholders in the consortium). KCLC is a service program of the Library designed to offset the cost of the Library's automation system. The program is very important to the Library and will still exist and operates as a service program accounted for as a department of the General Fund.

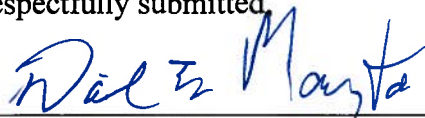
D. Siragusa discussed the estimates of the General Fund, Gifts/Grants Fund, Capital Development Fund and Library Parking Garage Fund. Revenue in the General Fund has gone up significantly relative to last year, as the revenue will now include income from external events and the KCLC program.

J. Kemper requested that the operating budget include an attached schedule of positions that are funded by ESI funds, and the percentage that the ESI funds contribute to the salary for these positions.

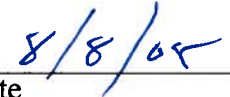
Motion by J. Kemper to refer to the Board the recommendation of the Finance and Audit Committee to adopt a preliminary 2008-2009 Library Operating Budget (General Fund) of \$18,944,723; Gifts/Grants Fund Budget of \$679,175; Capital Development Fund Budget of \$2,552,000; and a Library Garage Fund Budget of \$295,000. Second by J. Caulfield. Approved unanimously.

The meeting adjourned at 5:00 p.m.

Respectfully submitted,



David Mayta, Chair
Finance and Audit Committee



Date

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting—June 17, 2008

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, June 17, 2008, 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
Leon Dixon
Olivia Dorsey
Billie Howard Barnes

MEMBERS ABSENT: Joan Caulfield
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
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Executive Director for
Operations
Pat Mulsoff, Director of Collection Development
Mark Nordike, IT Director
Debbie Siragusa, Chief Financial Officer

OTHERS PRESENT: Sara Shepherd
Terry Ward

J. Kemper called the meeting to order at 4:30 p.m. He welcomed to the Board R. Bell and L. Dixon.

Motion by D. Mayta to approve the minutes of the May 27, 2008 regular Board meeting. Second by B. 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.)

Motion by D. Mayta to approve the minutes of the June 10, 2008 Finance and Audit Committee meeting. Second by B. Howard Barnes. Approved unanimously.

For the benefit of the new Board members, J. Kemper gave an overview on the history, current projects and governance structure of the Kansas City Public Library. C. Kemper

confirmed that there would be a Board orientation for the new members at a future date, and J. Kemper suggested reviewing the *Missouri Library Law: Personnel Law* publication (which was sent to Board members in their Board packets) to get a sense of the Board of Trustees' duties as outlined by the State of Missouri.

Motion by L. Dixon to bring the Consent Agenda items before the Board. Second by R. Bell. Approved unanimously.

C. Kemper discussed the Consent Agenda items with the Board. Discussing the financial reports, he stated that the Library was facing a structural deficit (due to the ongoing tax abatements and the tax protest, as well as higher operating costs, such as utility costs) and that the Library would need to address this deficit in the future.

O. Dorsey arrived at 4:45 p.m.

Motion by L. Dixon to approve the Consent Agenda items before the Board. Second by R. 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 May 2008: Payroll (05/08/08 net cash \$218,173 plus taxes \$89,610) and (05/22/08 net cash \$218,586 plus taxes \$94,333), total amount of \$620,702; General Expense Payments including Checks (#140392-140816), in the amount of \$3,009,011. (LBM 3348)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for May 2008. (LBM 3349)

Move approval of the recommendation of the Chief Executive to authorize the Chief Executive to finalize negotiations and execute a contract with ProQuest Information and Learning to renew licensing for library access to online periodical databases at a price not to exceed \$181,145.00 (contract effective July 1, 2008 through June 30, 2009). (LBM 3350)

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 \$17,500 (contract to be effective July 2, 2008 through July 1, 2009). (LBM 3351)

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, 2008 to June 30, 2009). (LBM 3352)

C. Kemper introduced T. Ward of Doolin Ward Consulting, LLC to the Board. T. Ward gave a presentation to the Board on the financial impact of economic development incentives on the Kansas City Public Library. Discussing the different types of economic development incentives, such as TIF diversions, 353/PIEA abatements, Chapter 100 and EEZ abatements, T. Ward summarized that the Kansas City Public Library in 2007 lost as much as \$3 million due to diverted/abated property tax enacted through economic development incentives. He cautioned that the data presented assumed that the development project would have happened without the economic incentives, and that this was not always the case. As next steps, he recommended a local effort to educate the

public about the impact of the economic development incentives on the Library's finances, including partnering with other public policy makers. He also recommended a state-wide effort to examine the total funding strategy for public libraries in Missouri.

C. Kemper discussed the preliminary operating budget for FY 2008-2009. He stated that the Library is estimating a 2% property tax revenue gain. This figure could be significantly higher or lower than projected, depending on the outcome of current legal research regarding how abated property is treated by the Jackson County Assessor and what the Library is able to recoup under the Hancock Amendment. Currently, the proposed budget shows a deficit of \$109,000. The salary budget for the year includes reasonable merit increases. Also, the Library has acquired the garage, and it is expected to generate some revenue for the Library.

J. Kemper stated that because the preliminary operating budget was recommended by the Finance and Audit Committee, no second was necessary to bring to the Board the recommendation of the Chief Executive and the Finance and Audit Committee to adopt a preliminary 2008-2009 Library Operating Budget (General Fund) of \$18,944,723, Gifts/Grants Fund Budget of \$679,175, Capital Development Fund Budget of \$2,552,000, and Library Parking Garage (Enterprise Fund) budget of \$295,000. Approved unanimously. (LBM 3353)

Motion by D. Mayta to approve the recommendation of the Chief Executive to adopt a revised Special Events and Meetings (Enterprise Fund) budget of \$704,073, a KCLC (Enterprise Fund) budget of \$1,115,280, adopt a new Library Parking Garage (Enterprise Fund) budget of \$510,000 and approve changes in fund transfers as noted on the attached schedules. Second by B. Howard Barnes. Approved unanimously. (LBM 3354)

Motion by O. Dorsey to approve the recommendation of the Chief Executive to approve the proposed new Library Board Policy 561 relating to credit cards. Second by D. Mayta. Approved unanimously. (LBM 3355)

Motion by L. Dixon to approve the recommendation of the Chief Executive to approve the proposed new Library Board Policy 562 relating to protection of confidential and sensitive personal information. Second by O. Dorsey. Approved unanimously. (LBM 3356)

Discussing the Hixon photographs, O. Dorsey asked if the photographs would be rotated to other branches. C. Baker clarified that the intent of the donors is that the photographs be displayed in the Central Library because of its proximity to the original studio.

Motion by O. Dorsey to approve the recommendation of the Chief Executive to name the space outside the Stanley H. Durwood Film Vault the "Orval Hixon Gallery". Second by R. Bell. Approved unanimously. (LMB 3357)

Motion by B. Howard Barnes to approve the recommendation of the Chief Executive to authorize a contract with Lockton Companies, LLC to serve as the insurance agent for the Kansas City Public Library (three year contract with the option to renew three additional years). Second by L. Dixon. Approved unanimously. (LBM 3358)

Motion by L. Dixon to approve the recommendation of the Chief Executive to authorize the purchase of two web filtering appliances to comply with current CIPA (Children's Internet Protection Act), a federal law enacted in 2000. The web

filtering devices will be installed at the Central and Plaza branches at a cost not to exceed \$15,000. Second by R. Bell. Approved unanimously. (LBM 3359)

Discussing the Director's Report (LBM 3360), C. Kemper shared with the Board an email that he sent to B. Howard Barnes addressing her concerns about shelving in the new Children's Area in the Central Library. L. Brack stated that Library staff members have changed their greeting to educate patrons about the materials that are available but not easily viewed from the Children's Area.

Discussing the facility and rental fee information that was available to the public, J. Kemper complimented the brochure, but asked that it include information about the Library's mission and what activities the Library would like to encourage with its facilities.

Motion by O. Dorsey to adjourn. Second by L. Dixon. Approved unanimously.

The meeting adjourned at 6:30 p.m.

Joan Caulfield
Secretary

8-8-08
Date