

MINUTES

Kansas City Public Library Board of Trustees Regular Meeting – May 31, 2011

The Board of Trustees of the Kansas City Public Library, pursuant to official notification, met Tuesday, May 31, 2011 at 4:30 p.m. at the Central Library, 14 West 10th Street, Kansas City, Missouri.

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

MEMBERS ABSENT: David Mayta
Olivia Dorsey

STAFF PRESENT: Crosby Kemper III, Chief Executive
Terry Anderson, Director of Collection Management
Claudia Baker, Director of Development
Reed Beebe, Purchasing Manager
Michael Bollinger, Director of Information Technology
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
Kathleen Hinton, Finance Manager
Jerry Houchins, Operations Manager
Pam Kannady, Director of Human Resources
Cheptoo Kositany-Buckner, Deputy Director
Bob Pedersen, Sr. Human Resources Generalist/Substitute
Supervisor
Heather Pedersen, Administrative Officer
Debbie Siragusa, Chief Financial Officer

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

Motion by Daniel to approve the minutes of the April 19, 2011 regular Board meeting. Second by Oñate Greim. Approved unanimously. (Note: As a matter of Board convention, the Chair votes only when his/her vote would affect the outcome of the vote. In all "recorded" votes, the vote of the Chair appears only when it has actually been cast and when it has had an effect on the disposition of the motion. Notations of "approved unanimously" mean all members, other than the Chair, voting affirmatively.)

Discussing the financial reports C. Kemper stated that the expenditures include the purchase of a Ford van, the first of the new fleet of vehicles approved by the Board in April.

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

Move approval of the recommendation of the Chief Executive to authorize the following expenditures for April 2011: Payroll (04/21/11 net cash \$204,517 plus taxes \$75,686) and (05/05/11 net cash \$207,246 plus taxes \$76,385), total amount of \$563,834; General Expense Payments including Checks (#151038-151277), in the amount of \$560,972. (LBM 3653)

Move approval of the recommendation of the Chief Executive to accept the attached financial reports for April 2011. (LBM 3654)

Discussing the contract with ADP C. Kemper stated that the expanded functionality of the package will improve efficiency and reduce Human Resources staff time by allowing for online recruitment, job applications, evaluations, employee self-service features and improved HR reporting. The expanded HR package, in conjunction with streamlined purchasing through the WebPO system, facilitates the reorganization of Library administrative staff, eliminating one full time position by shifting a Human Resources employee to fill a vacancy in the Finance Department. This arrangement also enables the position to support Human Resources in a back up capacity.

Siragusa stated that the Library currently has a three-year pricing agreement with ADP, which places a 3% cap on any potential price increase per year. The Library plans to evaluate the software's performance and compare options from other vendors as the end of the agreement approaches.

Motion by Bell to approve the recommendation of the recommendation of the Chief Executive to ratify the contract with and authorize the expenditure for ADP, Inc. to provide expanded human resources services and software solutions, at a net cost increase not to exceed \$18,500 annually (plus a \$6000 one-time implementation fee). Second by Caulfield. Approved unanimously. (LBM 3655)

Discussing the proposed Library policies relating to procurement C. Kemper stated that the revisions would bring the policies up to date with current statutes and procurement procedures.

Siragusa reported that the proposed policy changes reorganize, consolidate and revise what are currently 17 separate policies relevant to procurement, some of which are repetitive, contain statutory references that are no longer valid or relevant to the Library since its separation from the Kansas City School District, or address procedural matters. Siragusa outlined the revisions to the policies and the reasoning behind each change, which included the following major updates:

- Establishment of a \$1,000 bid-requirement threshold for the bidding requirement, and provision for additional, needed exemptions such as sole source goods or services, legal services, etc.
- Removal of static goals regarding preferences for minority, women, and local business enterprises, allowing the Library Director to establish goals for these preferences and report to the Board on those goals at least annually.

J. Kemper requested that a prototype of the annual report on goals regarding preferences for minority, women and local business enterprises be prepared for the Board to review at the June Board meeting.

Motion by Daniel to approve the recommendation of the Chief Executive to place the proposed revised Library Policies 531-546 and 560 relating to procurement on the Policy Calendar in accordance with Library Policy 002. Second by Caulfield. Approved unanimously. (LBM 3656)

Fortunato discussed with the Board concerns related to the selection of *Tom Sawyer* for the Big Read (LBM 3657). He stated that the Library plans to use the original text for all reading groups and activities but that Board input was requested regarding the Library's approach to the book's controversial language in the case of the recorded readings planned with special guests. After discussion the Board agreed that the best solution might be to let the guest readers decide whether or not they are comfortable reading the sections of the text containing controversial language and to include appropriate warning and disclaimer language in association with the link to the audio clips on the Library's website.

Anderson gave a presentation to the Board on the Library's databases, which included an analysis of the usage and costs of the Library's databases. Anderson reported that a Database Evaluation Committee has been formed to track and evaluate database use, patron requests, and staff training. She also stated that the Library plans to develop and implement user surveys for databases to allow staff to better evaluate how well the Library is fulfilling patron database needs.

C. Kemper discussed the Director's Report with the Board. (LBM 3658) He reported that the Black Archives of Mid America, Inc. has narrowed down the list to five well qualified candidates for the executive director position.

Fortunato discussed past and upcoming programming events at the Library.

C. Kemper discussed the Master Plan Quarterly Update with the Board.

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

The meeting adjourned at 6:01 p.m.

Joan Caulfield
Secretary

7/27/2011
Date