

**Manhattan Public Library
Regular Meeting of the Board of Trustees
February 27, 2017**

The February meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by Vice President Elaine Shannon. Present were board members Carolyn Elliott, Kent Stewart, Sheila Hochhauser and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund and guest Kerry Ingersoll. Stacy Kohlmeier, Bill Lansdowne, and Kerry Spencer, were absent.

Public Comment

There was no public comment.

Approval of Minutes

Kent Stewart moved to approve the January 30, 2017 minutes. Carolyn Elliott seconded and the motion passed.

Financial Statement and Bills

February 2017 expenses:

Tax Fund/General Operations.....	\$ 226,047.35
Tax Fund/Employee Benefits.....	1,985.65
Grants, Fines, Fees, and Interest.....	599.75
Endowment Account.....	7,875.18
Capital Improvement.....	0.00

The first yearly distribution from the City was credited to the tax fund. Maintenance expenses were large this month due to the Thermal Comfort maintenance contract and a boiler pump that was replaced. A Polaris Users Group conference was paid from the technology training budget and the annual business and property insurance bill was paid. The first yearly tax distribution for the employee benefit fund (EBF) was received and expenses were routine in that account. The grants, fines and fees account and endowment account expenses were routine. There were no expenses in the capital improvement fund.

Sheila Hochhauser made a motion to approve the February 2017 financial statements. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

Fact cards with library use and activity for 2016 are ready for distribution. Significant trends include an increase in circulation of downloadable items and Wi-Fi use.

MPL staff have been working with K-State to complete their Shakespeare celebration that began a year ago. MPL will host the movie *Shakespeare In Love*, and a book discussion of *Vinegar Girl*, by Anne Tyler. Harry Potter night on February 2 was a big hit with all ages. 270 people attended the event.

The library is working with several groups on events and activities including a screening of a film based on Dr. Atul Gwande's book, *Being Mortal*, with Meadowlark Hills. The University for Man is working with the library to host an activity called "Talk20 MHK," later this spring or early summer. The proposed event will feature 10 community members presenting a talk with 20 slides to share an idea or tell a story. It is modeled on a program in Hutchinson (<http://talk20hutch.com/>). Woodwinds Anonymous will play at the library in April.

Several MPL staff members visited with staff at Fayetteville Public Library by phone to find out more about their "iCard" program by which children in the school district receive a card or access to all of the library's online resources. We are interested in exploring a similar model for Manhattan for users who might benefit from such a program.

Staff have adopted a project that has recently been implemented at Wichita Public Library called a "No log. Each time we cannot satisfy a patron's request the reason for saying "no" is recorded to determine if there is a pattern, policy, knowledge gap, resource need or other factors to consider to allow us to meet requests.

Online magazines are now available on Flipster. Popular titles were coordinated with current print subscriptions. A computer for reading online magazines and newspaper subscriptions will be set up in the reading room. If this is successful, staff will explore tablets to access to these resources. Sixteen titles covering a variety of popular interests for different ages are available to any Manhattan Public Library cardholder with Internet access on phones, tablets, or computers.

Building and Grounds

Brent Bowman and Erin Quigley will meet with several members of the library staff to begin discussion on the facilities project on March 14th.

Jayhawk Sprinkler completed annual testing of the sprinkler system and replaced two gauges. They will return to replace a backflow preventer in a week or two. In the meantime a piece in the system failed causing the fire alarm to go off on Sunday, February 19th at 5:45 pm. The fire department traced the problem to the sprinkler system. Jayhawk came to the building late that night to remedy the situation so the alarm would shut off and not risk the system going off overnight.

Other building and ground activities pending:

- Replacement of the fire doors and frames in the west basement that lead to the boiler room and old art room.
- Replacement of the fluorescent bulbs in the bay areas of the first floor.
- Steam cleaning of the carpet in the children's room, Groesbeck and Friend's meeting rooms.

Technology

Changes in the library's "backbone" were made to connect four east side closets and upgrade to optical fiber for more efficient operation. Some changes were also made to meet NCKLS needs for a filtering server. NCKLS services were down for most of the day on February 17th to allow for the work to be done.

The monitors of the public print release stations were upgraded to touch screens for a more friendly and efficient process for patrons.

Staff are evaluating an add-on product for the Polaris integrated library system, which updates the circulation functions and makes it easy to register people for library cards at off-site locations. It appears that the vendor is moving toward this type of functionality in the near future.

Legislative activity

SB 132, moving the responsibility of making appointments to regional library system boards from the governor's office to the state librarian, was proposed in the Senate Ethics, Elections and Local Government Committee. As originally written, the state librarian would make appointments for approval by county commissions. The Kansas Library Association was neutral on this proposal. The bill was amended to move the appointments to individual county commissions. No formal position has been adopted, but it will likely be opposed should it proceed to a vote in the senate before the turnaround deadline on February 23rd.

Staff and Administration

Staff sincerely appreciate the board's ongoing support for closing the library one day each year on President's Day for staff development. A full day of activity was productive. Employee development sessions included motivating employees, becoming an effective employee, communication styles and generations at work.

Committee Reports

Building and Grounds

No Report

Legislative

No Report

Finance

No report.

Policy and Planning

The committee met last week and received an overview of all policies, and also reviewed the Strategic Planning Worksheet and will meet every quarter.

North Central Kansas Libraries

NCKL Executive Board will meet on March 30th.

Manhattan Library Association

Carolyn Elliott informed the board that the Thursday February 23rd MLA TALK book discussion program was outstanding. The author joined the group through a video conference and participated in the discussion of her book. The book sale was a success taking in \$10,671.38 which was barely over last year's total. People enjoyed being able to use their credit or debit card at the sale.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Staff Introduction – Kerry Ingersoll

Information Technology Manager Kerry Ingersoll spoke about the technology upgrades done to the building in the last few years. He gave a slide presentation on the Super Wi-Fi Whitespace project that has been successful here in Manhattan and how they applied for a grant for upgrades and expansion.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, March 27, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

Vice President Elaine Shannon

Director Linda Knupp