

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

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

Public Comment

There was no public comment.

Approval of Minutes

Elaine Shannon moved to approve the February 27, 2017 minutes. Carolyn Elliott seconded and the motion passed.

Financial Statement and Bills

March 2017 expenses:

Tax Fund/General Operations.....	\$ 179,440.36
Tax Fund/Employee Benefits.....	41,028.55
Grants, Fines, Fees, and Interest.....	2,240.15
Endowment Account.....	6,541.76
Capital Improvement.....	0.00

The tax fund, employee benefit fund, and endowment fund expenses were routine. Annual State Aid checks were received and credited to the grants, fine and fees account. The amount was a little more than budgeted. No activity in the capital improvement fund.

Stacy Kohlmeier made a motion to approve the March 2017 financial statements. Elaine Shannon seconded and the motion passed.

Directors Report

Services and Activities

The library is accepting applications for teen volunteers (grades 7th – 12th) for the summer now through April 16th. Teen volunteers are critical to the success of the summer reading program. They help with programs, crafts, sign children up for the reading program, distribute prizes, and more. It is a great program for teens and allows them to earn community service hours for school, learn job skills and contribute to their community. Upcoming activities for teens include a resume and interview workshop and an eggs-stravaganza event.

Staff are making final plans for 2017 summer reading program for all ages. “Build a Better World” is the theme this year. Jennifer Bergen will present a program about summer reading activities at the Manhattan Library Association’s annual meeting on April 5th. The annual meeting follows a short board meeting at 4:00. Wilma Schmeller and Kent Stewart have been designated to receive honorary memberships which will be presented at this meeting.

Highlights of children's activity this month included a "Beauty and the Beast" party with 65 children and a yoga session for kids with Orange Sky Yoga. Regularly scheduled children's activities begin again the week of March 27th.

MLA funds transportation costs for all 2nd grade classes to visit the library. Most of the visits occur in April. The Junior League of the Flint Hills will sponsor the annual Library Card Day on April 29th from 10 to 2. Members of the JLFH will give a free book to any child who shows their library card.

Weeding of the adult fiction and nonfiction collections is complete, and books are being shifted to make more room for seating and for the large print collection. Staff are weeding the large print and when it is complete, those books will move to the second floor.

Building and Grounds

BHS construction replaced fire doors and frames in the west basement. Several spring maintenance activities were completed, including the replacement of all fluorescent bulbs in the bay areas (which requires a lift), carpet cleaning in the children's room and Groesbeck room, window washing inside and outside, coil cleaning of the A/C units, and the irrigation system check. Warm weather allowed for the fountain to be turned on earlier than usual.

BBN staff met with staff on the 14th. Four scenarios for use of library space were presented and discussed. We will meet again on April 4th to review two plans that use elements of preferred scenarios.

Technology

Plans for expanding Super-WiFi hotspots have changed. Kerry Ingersoll learned that the grant amount would not cover the entire project as originally anticipated. At the same time, we learned that a local telecommunications company has plans to expand into the area, which will likely make the project unnecessary in a year or two. The library will continue to maintain the current wireless locations.

Several staff met with a representative from Bibliotheca, a library automation vendor for a sales review of their RFID, self-check and security products. A demonstration of LEAP, a feature for the library's integrated library system was presented by the vendor Polaris. The newest feature is a Cloud-based interface for public service staff at circulation, and it is the direction the company is taking. The decision to move to this feature has been made in advance of the time when it will no longer be an option.

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's position was neutral on this proposal. The bill was amended to move the appointments to individual county commissions. That version of the bill did not advance in the session, but it is likely to return in 2018.

The State Library received partial LSTA revenue from the Institute of Museums and Library Services. There is concern that there may not be a second payment. Elimination of federal support for the IMLS or reduction in support will impact library services nation-wide. The SLK receives about \$1.7 million in LSTA funding through the IMLS which funds a number of library services that Kansans enjoy including this list recently distributed by the state librarian:

- Talking Books Service
- Statewide database subscriptions
- eBook platforms and purchases/leases
- Summer Reading initiatives
- Notable Books grants
- eResources such as BookStax and BookFlix
- Statewide resource sharing including the statewide catalog and the interlibrary loan support
- Digitization of state documents

Municipal budget worksheets are available and clearly indicate that libraries are exempt from the municipal tax lid established by the Kansas legislature last year. All taxing municipalities will have clear direction for the 2018 budget year.

SB 226, a new bill introduced by the Committee on Ways and Means, proposes to move the appointment of the state librarian from the governor to a legislative coordinating council and make all state library positions unclassified. The state librarian’s testimony on the bill is neutral.

Staff and Administration

NCKLS technology consultant Richard Miller has announced his retirement effective May 1. Richard has worked for NCKLS for 21 years and was among the first library technology consultants in the regional library systems. Duane Mayer, with NCKLS has been hired to fill the vacancy.

Committee Reports

Building and Grounds

Kent encouraged the board members to review the drawings of Bowman’s four concepts of changes to the library that were taped around the board room.

Legislative

There was discussion and a decision that a letter will be written to our legislatures by the board about the state KPERS is in.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

NCKL Executive Board will meet on March 30th.

Manhattan Library Association

Carolyn Elliott reminded the book sale was a success. She reminded the board that the last book talk will be in April 27th.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Audit Review

Eric Kientz from Varney and Associates presented the 2016 Audit to the board.

Kerry Spencer made a motion to accept the 2016 Audit and Financial Statements as presented. Elaine Shannon seconded and the motion passed.

Kent Stewart made a motion to applaud Jenn Lund on her work on the 2016 Audit. Stacy Kohlmeier seconded and the motion passed.

Policy Review – Lost and Found, Priorities for Reference Service, Displays

John explained to the board about changes to the policies that they received for review. There was a suggestion to change the order of procedures in the lost and found.

Kent Stewart made a motion to accept the policies MNG-19, MNG-9, and INF-1 with the changes suggested. Kerry Spencer seconded and the motion passed.

Finance Committee – meeting date

Linda will coordinate a meeting date.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, April 24, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp