

Manhattan Public Library
Regular Meeting of the Board of Trustees
April 24, 2017

The April 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, Elaine Shannon, Kerry Spencer, Kent Stewart, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Assistant Director John Pecoraro. Sheila Hochhauser and Stacy Kohlmeier were absent.

Public Comment

There was no public comment.

Approval of Minutes

Kent Stewart moved to approve the March 27, 2017 minutes. Elaine Shannon seconded and the motion passed.

Financial Statement and Bills

April 2017 expenses:

Tax Fund/General Operations.....	\$ 206,622.88
Tax Fund/Employee Benefits.....	41,651.65
Grants, Fines, Fees, and Interest.....	500.17
Endowment Account.....	8,486.72
Capital Improvement.....	0.00

Two new security cameras, our yearly subscription to our credit card machine vendor, and our annual audit was paid from the tax/general operations fund. The employee benefit fund, grants fines and fees fund, and endowment fund expenses were routine. No activity in the capital improvement fund.

Elaine Shannon made a motion to approve the April 2017 financial statements and bills. Kerry Spencer seconded and the motion passed.

Directors Report

Services and Activities

In March we saw a 1.7% increase in circulation year-to-date.

	March 2017	Feb 2017	March 2016
Checkout	63,653	56,786	60,913
Check-in	46,324	42,340	46,052
New Patrons	338	390	412
Self-Checkout	23,817	20,271	19,122
% of Self-Checkout	50	48	42
Year Total	2017	2016	
Checkout	182,722	179,604	

Over 20 applications were received for teen volunteers. During the summer, they are critical to helping with summer reading activities, including sign up, prize distribution, and program preparation.

Shelving and furniture on the 2nd floor have been rearranged, and the change has been well received thus far. Large print books are now located on the 2nd floor between the adult services desk and administration. Adult fiction will be weeded and shifted to fill out the empty shelves on the 1st floor and reduce crowding in this collection.

Building and Grounds

Thermal Comfort set up a meeting with library administration and a representative from the Trane Company to discuss the future of the steam boiler in the west basement. The current condition of the old boiler is good, but the Trane representative will present an analysis of utility savings with a hot water system and cost estimates for replacement, if and when that should happen.

Maintenance staff have been cleaning soft furnishings and overseeing carpet cleaning in the Groesbeck room and children's room.

BBN staff held a second meeting with staff on April 11, narrowing four scenarios for library space arrangement to two. When we meet again, we will look at one scenario.

Technology

The controller and recorder for the library's security cameras have been upgraded, and two new cameras were added at the garden entrance and the "old" mail room. All entrances now have a camera.

Staff and Administration

One of 6 bi-monthly staff meetings will be held on April 26th to review emergency procedures and storm warnings.

Librarians from the Central Kansas Library System visited Manhattan on a bus tour of libraries on March 30. They were particularly interested in the children's room.

Customer Service Anecdotes shared by public service staff this month include:

- I overheard a six or seven-year-old boy declare, "Nothing's better than going back to the library!" as he marched into our room. (Grace)
- After storytime this week, a mother approached me to ask if her son could take a picture with me. They are moving to London in a few weeks and had been taking pictures of him in his favorite places around town. She said I was "his librarian" that he talked about, so they wanted to make sure to take a picture of us together, for him to remember. (Amber)
- Patron excited about being able to learn how to use computer independently. "You didn't take it from me. But allowed me to learn how by patiently working with me." (Wandean)
- "My mom has become a reading demon – she is reading books on cassette and the BARD digital books. The machine runs all day and night." (Wandean)
- Showed a patron how to download and send a video of his car accident to his insurance company and the insurance company of the person who hit him. The video clearly showed who was at fault and expedited the insurance process. (Jared)
- I received a very nice thank you card for the presentation on library services at Keats. Also, a lady who was at the presentation, stopped me here in the library last week to tell me how much they appreciated the information about our many services. (Linda H.)

Committee Reports

Building and Grounds

Kent encouraged the board members to review the drawings of Bowman's concepts of changes. Linda spoke about the old boiler and that Thermal Comfort is looking into costs to replace it.

Legislative

No report.

Finance

The finance committee met and the 2018 budget will be brought up under new business.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that the annual audit was presented by Eric Kientz. It was as a good audit just like the MPL audit was.

Manhattan Library Association

Carolyn reported that they had their annual meeting and recognized Kent Stewart and Wilma Schmeller with their achievements. Jennifer Bergen gave a presentation on the summer reading program.

Manhattan Library Foundation

The MLF had their annual meeting and agreed to give the youth services summer reading program the money from the Langford trust which will be \$10,000 each year for the next six years. They also voted to give Manhattan Public Library \$260,000 for the 2018 budget.

Old Business

There was no old business.

New Business

2018 Budget

There was discussion on the budget sheets that were included in the packet. Linda will meet with city officials and bring back more information at the May meeting.

Kent Stewart made a motion to approve, in principal, the 2018 budget until Linda meets with city officials. Elaine Shannon seconded and the motion passed.

May meeting date

The May meeting will be on the 31st at 4:00.

Board changes

Kent is leaving the board, Sheila Hochhauser will also be leaving later this year. The applications of new board members will be reviewed.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Wednesday, May 31, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp