

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**May 31, 2017**

The May meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by Vice-President Elaine Shannon. Present was board member Carolyn Elliott. Also present were Library Director Linda Knupp, and Assistant Director John Pecoraro. Sheila Hochhauser, Stacy Kohlmeier, Bill Lansdowne, Kerry Spencer, and Mayor Usha Reddi were absent.

**Public Comment**

There was no public comment.

**Approval of Minutes**

There was not a quorum. No business was conducted.

**Financial Statement and Bills**

May 2017 expenses

There was not a quorum. No business was conducted.

**Directors Report**

Services and Activities

Circulation statistics for Jan 1 – May 22, 2017: Circulation is currently up by 5.02% over this time last year.

<b>Polaris Circulation</b>	<b>284,665</b>
Overdrive	20,730
Hoopla	7,826
eJournals	1,676
<b>Virtual Subtotal</b>	<b>30,232</b>
<i>% of total e-resources</i>	<i>9.6%</i>
<b>TOTAL</b>	<b>314, 897</b>

Twenty teen volunteers will help with summer reading activities and programs. This is a very busy time of year for children's activities, and we appreciate their help. In addition, it's a great program for teens in which they can gain volunteer credit for school and college applications as well as job skills. Registration opened May 17<sup>th</sup>. Manhattan Broadcasting matched 36 radio spots with an additional 144 on all five of their radio stations which will play between now and mid-June.

The summer reading kickoff party is June 3 from 10 to 12. Performances will include a drummer from Iran, crafts with Kansas State's Confucius Institute and an Indian dancer. Alison Booth with [www.paintingpearls.com](http://www.paintingpearls.com) decorated the windows on Poyntz Ave. to promote summer reading with the "Build a Better World" theme. She created the initial design, and teens in library programs will be able to help her fill it in. From May 17 to the end of July, all ages of readers can track their reading and earn prizes. In addition to food coupons and small prizes, children reaching 300 minutes and 600 minutes will receive a free book. A full list of programs, sponsors and information may be found online or in the summer reading brochure.

In addition to the \$10,000 from the Manhattan Library Foundation for prize books and MLA's ongoing support, the library received \$3,067 in cash donations and in-kind donations valued at \$19,255 from the following sponsors Varsity Donuts, Pediatric Associates and Sunset Zoo will also make contributions that are not yet in this total.

- Applebee's
- Chick-fil-A
- Cool Care Club
- Flint Hills Discovery Center
- Goblin Games
- Kappa Kappa Gamma
- Manhattan Arts Center
- Manhattan Broadcasting Company
- Manhattan Kiwanis
- Manhattan Library Association
- Manhattan Library Foundation
- Manhattan Town Center
- Noodles & Co
- Olson's Birkenstock
- Papa Murphy's Take 'N' Bake Pizza
- Pediatric Associates
- Sunset Zoo
- Varsity Donuts
- Vista Drive In

Staff visited all schools (elementary, middle and high schools) to share information about summer reading activities. The Junior League of the Flint Hills held their annual library card day on April 29<sup>th</sup>. Out of 44 new cards issued that day, 30 were children's cards. The Junior League provided funding for a new book to each child who got a new card that day or showed their card.

In cooperation with the University for Man, the library will host "Talk20MHK," a program to provide individuals a platform to share their knowledge, stories, and skills with the community. Up to eight speakers will participate on the evening of June 22.

#### Building and Grounds

An additional A/C unit will be installed to maintain temperatures in the server room on the second floor. The room is currently on a multi-zoned unit which covers public areas. When there is a temperature change, it is difficult to keep the room as cool as it needs to be, and we have used a portable cooler twice. The value of the equipment and the operation from that room required this change.

BBN architect submitted drawings of future plans for the library. The drawings are included in the board packet. Brent Bowman will meet with the board at the June meeting to answer questions, and cost estimates will soon be available.

Maintenance staff finished cleaning all furniture, including shampooing all soft seating.

### NCKLS

Earlier this year, SB 132, which moved the responsibility of making appointments to regional library system boards from the governor's office to the state librarian, was amended to move the responsibility to individual county commissions. That bill did not advance; however, on March 28, House Bill 2102, granting county commissions the authority to set the dates and times for meetings at the local level, was amended to change in K.S.A. 75-2550, moving the appointment responsibility from the governor's office to each individual county commission. The senate concurred on May 19<sup>th</sup>. Now the governor will sign the bill and the process is law. Regional system directors will be discussing what sort of process might be suggested for county commissions to facilitate appointments. Regional library systems will have a booth at the Kansas Association of Counties on November 15.

I spent a day in the archives at the Kansas State Historical Society to get copies of the documents that established each regional library system, as well as petitions for membership. NCKLS now has digital copies of these fundamental documents.

The NCKLS annual budget and plan will be presented at the NCKLS Executive Committee meeting on May 25. It is also presented to the State Library Advisory Board on June 30, and then to the NCKLS System Board at their annual meeting on August 4<sup>th</sup> for final approval.

### Technology

The upgrade of the wireless system has been completed. Additional access points were added to cover the entire facility and speed has increased.

### Staff and Administration

NCKLS has hired a new assistant technology consultant who will begin work on June 1. MPL has hired a new adult services librarian, a new children's librarian, a new circulation assistant, a new part-time custodian, and children's summer pages. There will be additional changes in circulation. This time of year routinely brings some staff turnover after graduation, and this year there was a retirement and two staff who have moved. Teri Belin developed a comprehensive orientation program and is working closely with Jennifer Lund to ensure all employees receive consistent information when they begin work. This is a big help to individual supervisors as well.

Jenn, Carol Barta and I attended the annual Municipal Services Budget Workshop in Salina. It was particularly helpful this year to understand the budget process with the tax levy lid and exemptions.

### **Committee Reports**

There was not a quorum. No business was conducted.

### **Old Business**

There was not a quorum. No business was conducted.

### **New Business**

There was not a quorum. No business was conducted.

**Adjournment**

There being no further business, the meeting was adjourned. The next meeting will be **Monday, June 26, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

---

President Bill Lansdowne

---

Director Linda Knupp