

Manhattan Public Library
Regular Meeting of the Board of Trustees
June 26, 2017

The June 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 Tyler Darnell, Carolyn Elliott, Sheila Hochhauser, Stacy Kohlmeier, Kerry Spencer and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and guest Brent Bowman. Elaine Shannon was absent.

Public Comment

There was no public comment.

Approval of Minutes

Kerry Spencer moved to approve the April 24, 2017 and the May 31, 2017 minutes. Carolyn Elliott seconded and the motion passed.

Financial Statement and Bills

May 2017 expenses:

Tax Fund/General Operations.....	\$ 208,386.00
Tax Fund/Employee Benefits.....	40,539.62
Grants, Fines, Fees, and Interest.....	890.71
Endowment Account.....	27,076.59
Capital Improvement.....	0.00

All expenses in the May financial statement were routine. The director's report contains information about the air conditioner unit.

June 2017 expenses:

Tax Fund/General Operations.....	\$ 190,476.69
Tax Fund/Employee Benefits.....	43,077.81
Grants, Fines, Fees, and Interest.....	6,416.10
Endowment Account.....	14,046.00
Capital Improvement.....	0.00

A distribution check was received from the city for the tax fund and employee benefit fund. All expenses were routine. The summary page shows 90% of revenue has been received and expenses are under 50%. The financials are in good shape for the first half of the year.

Kerry Spencer made a motion to approve the May & June 2017 financial statements and bills. Sheila Hochhauser seconded and the motion passed.

Directors Report

Services and Activities

Attendance at the summer reading kickoff party on June 3 was over 500 people. 190 registered for the summer reading program on that day. We are halfway through the summer reading program with 3,230 participants.

The library reached 1,000 followers on Instagram and two of the 1,000 followers were selected to receive a free tote bag with library swag.

Building and Grounds

A rooftop air compressor failed and will be replaced. The two-year unit is under warranty but there will be a charge for labor and a crane.

All three of the boilers passed annual inspection.

All emergency lights are in the process of being replaced with smaller, brighter LED lamps.

Mike Helget, John Pecoraro and I met with Justin at Thermal Comfort to review costs to replace the steam boiler in the west basement. It has been functioning since 1967. The estimated cost would be \$125,000 for two new gas boilers, new piping and new coils in the air handling units. There would be some savings with energy efficiency and maintenance.

Monthly pest treatment this month included treatment for inch-worms in the children's garden that were coming into the Storytime room and ants in the parking lot that were invading NCKLS vehicles.

The city forestry crew removed a large tree near the entrance to the parking lot on Juliette. The tree was dying and roots had broken the curbing. Trees in the parking lot islands are also dying and we plan to remove and replace them in September.

NCKLS

I spoke to a representative of the governor's office who indicated that letters were being sent to the current list of appointees to the NCKLS system board to notify them of the change in authority of appointments from the governor's office to county commissions. I have sent letters as well. Until we actually see a copy of the letter we don't know if there is any indication of future appointments or a process. I will be contacting county clerks to discuss their understanding of the change for each county.

The Dean of Emporia State University's School of Library and Information Management program, Wooseob Jeong, met with regional library system administrators to discuss expanding the college's role in continuing education for librarians across the state and the possibility of placing graduate teaching assistants in library systems or libraries for college tuition assistance.

Staff and Administration

Diedre Lemon is a new adult service librarian. She was formerly the assistant director at Great Bend Public Library. Part of her duties will be to coordinate adult programming. Kim Scaler has joined NCKLS as a technology assistant.

All staff enjoyed the early summer OreoFest featuring nearly every flavor of Oreo (at least 10) on the market in the break room.

Staff raised \$161 and collected 234 pounds of food for Project Manhattan.

An all staff meeting was held on May 31 to review PCI compliance requirements.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Old Business

2018 Budget

Linda announced that the presentation to the city commission is June 27th at around 5:30 or 6:00pm and asked board members to attend if possible.

New Business

Facility plans – Brent Bowman

Brent presented the latest plans for the library and explained what the changes were and the reason for the changes. He said pricing was not available yet but he would provide them to Linda as soon as he could.

Cash Handling Policy

This item was tabled until next meeting.

Executive Committee Nominations and Vote

Stacey Kohlmeier made a motion to retain Bill Lansdowne as president and Elaine Shannon as vice-president. Tyler Darnell seconded and the motion passed.

Committee Assignments

Bill Lansdowne asked Tyler Darnell to chair the building & grounds committee and kept the same board members on all other committees. Tyler agreed to serve as chair of the building and grounds committee.

July Meeting

Sheila Hochhauser made a motion to preapprove the July bills and to cancel the July meeting. Stacey Kohlmeier seconded and the motion passed.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, August 28, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp