

**Manhattan Public Library
Regular Meeting of the Board of Trustees
October 31, 2016**

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

Public Comment

There was no public comment.

Approval of Minutes

Kent Stewart moved to approve the September 26, 2016 minutes. Elaine Shannon seconded and the motion passed.

Financial Statement and Bills

October 2016 expenses:

Tax Fund/General Operations.....	\$ 189,612.81
Tax Fund/Employee Benefits.....	42,077.39
Grants, Fines, Fees, and Interest.....	27,320.64
Endowment Account.....	9,959.51
Capital Improvement.....	0.00

Revenue and expenses in the Tax Fund, Employee Benefits, and the Endowment were routine. Grants, Fines, Fees account expenses for maintenance budget included a new roof top unit, west boiler air handling unit, and an air compressor on the roof top.

Elaine Shannon made a motion to approve the October 2016 financial statements. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

The library’s annual user survey was conducted between October 23 and October 30. Talled results will be shared with the board at the November meeting.

Administrative staff reviewed and selected a software program (Little Green Light) to manage donor information for memberships, cash and in-kind donations, campaigns, mailings, and volunteers. Implementation is beginning, and MLA membership information will be entered into the database before the membership drive in January.

The upgrade of the integrated library system for circulation, catalog and acquisitions (Polaris) went smoothly on October 12, with no downtime for public services.

Approximately 120 individuals attended the annual Star Wars Reads Day to participate in activities and watch the last movie in the series. One of the most popular activities was the light saber demonstration, and 17 people dressed in costume.

Weeding of the adult nonfiction collection continues. By the end of the year we will have a better idea of how much space is available to repurpose. As the project moves forward, staff will be shifting books and unused shelving will be removed. The space can easily be used for seating until additional facility projects are determined.

Building and Grounds

The fire and smoke alarm was tested on October 21.

Blueville Nursery planted the flower beds outside the southwest entrance. Additional drainage problems were discovered with the project. The section in the flower bed was replaced in September, but then we discovered that a pipe under the sidewalk had collapsed. This required removing and replacing a section of the walk. BHS also packed pea gravel in the void that water drainage had created. The landscaping was funded by donations in memory of Lois Gritton.

The new rooftop AC unit was installed October 3.

A tree at St. Paul's was removed. I had discussed cutting the branch which was on the library roof with the pastor. Later he informed me they would be taking it out in conjunction with the church's roofing project.

Staff and Administration

Staff members who qualify for health insurance will attend one of the seven information meetings that the City of Manhattan presents each November for reenrollment or waiver of benefits. There are no changes for the employee's share of the premium in 2017. For the first time, each employee will be responsible for enrolling online rather than using paper forms.

Carolyn Elliott and I attended the Trustee and Friends Day at the annual Kansas Library Association Conference. MPL staff members Rhonna Hargett and Gigi Holman presented a session on serving diverse populations. NCKLS staff Melendra Sanders and Carol Barta presented sessions associated with regional library system services.

Linda met with a group formed by the Chamber of Commerce to discuss maker spaces in the community. Representatives from KSU, the Discovery Center, MATC, and local artists were present. The discussion will continue to identify how Manhattan can encourage a maker community and identify community needs.

Linda also attended the Research in Public Libraries annual conference in Denver. The conference focuses on ways to measure the value of services including input, output, outcome and impact measures. The information will be useful for planning and allocating resources for both MPL and NCKLS.

Committee Reports

Building and Grounds

The building and grounds committee met two times in the last month. The committee toured the facility and discussed building modifications needed in order to reach strategic plan service goals. At the second meeting, the committee discussed general needs of the library. Linda said she would write up what she discussed with managers to help prioritize needs. Elaine Shannon emphasized the importance of the manager's input in order to achieve the most beneficial results.

Legislative

Stacey Kohlmeier said she would like to distribute the approved legislative positions document from the Manhattan Chamber of Commerce to each board member.

Finance

No report.

Policy and Planning

No report.

Directors Evaluation

Elaine Shannon said that the committee will meet November 2nd to work on the director's evaluation. The committee will recommend the annual evaluation to the board at the November board meeting.

North Central Kansas Libraries

Carolyn Elliott reported that she attended the trustee's conference at KLA and found it interesting.

Manhattan Library Association

Carolyn Elliott also informed the board that MLA discussed the change in books in the 2017 TALK (Talk About Literature in Kansas) program. The annual book sale will be held February 24-26 2017.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Rhonna Hargett – Adult Services Manager

Rhonna said the focus of her department is to provide a welcoming services to patrons both in person and online. Rhonna also discussed programs that are offered to adults. Her department is working with other departments to weed the adult fiction collection. They are also conducting outreach programs for adults.

MPL/NCKLS annual agreement

The board reviewed the annual agreement in their board packets. Linda Knupp answered questions for the board.

Kent Stewart made a motion to approve the annual agreement between NCKLS and MPL. Carolyn Elliott seconded and the motion passed.

Collection Development Policy

There were two policies included in the meeting packets. Changes were noted in red.

Kent Stewart made a motion to approve policies CUS-3 and COL-1. Elaine Shannon seconded and the motion passed.

Food for Fines Civic Project

Linda explained that on December 3, 2016 the Circulation Department would like to give a coupon for \$1.00 off fines and fees up to \$10.00 if patrons bring in a nonperishable food item for the Flint Hills Breadbasket food drive. Patrons would be able to use the coupons throughout the month of December 2016. The board agreed to proceed with the project.

WiFi Project

Linda emailed the board about an opportunity to expand our WIFI project.

Sheila Hochhauser made a motion to approve expanding the WIFI project. Carolyn Elliott seconded and the motion passed.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, November 28, 2016** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp