

Manhattan Public Library
Regular Meeting of the Board of Trustees
August 28, 2017

The August 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, Stacy Kohlmeier, Medo Morcos, Elaine Shannon, Kerry Spencer, and Mayor Pro-Tem Linda Morse. Also present were Library Director Linda Knupp, Assistant Director John Pecoraro, Business Manager Jennifer Lund. Members of the public in attendance were: Shukeyla Harrison, TeAndra Rhone, Jahvelle Rhone, Kimetris Baltrip, Katy Karlin, Chris Remple.

Public Comment

Shukeyla Harrison introduced herself and expressed her concern about a program that the Riley County Genealogical Society held at the library on July 23, 2017 titled *The History and the Three Phases of the Ku Klux Klan*. Her friend, Jahvelle Rhone attended to determine the nature of the program. He believed it was not an educational or cohesive program, and that he found the content and presentation offensive and troubling. Mr. Rhone recorded part of the program. Ms. Harrison viewed the recording and said she found it offensive. She asked the board to consider the role of the library in Manhattan with regard to families, unity, nondiscrimination and equality. She thanked the board for their time.

Linda Knupp summarized the library's meeting room policy that allows groups and individuals to use meeting rooms and the nature of designated public forums. Library meeting rooms are used an average of 30 times a week.

Jahvelle Rhone shared information about his experience at the program. The title was concerning and he wanted to find out more. He found the presentation to be at odds with the serious nature of the topic, creating an uncomfortable environment, and that people were laughing at parts of the presentation that were offensive. He noted that his church uses library meeting rooms.

Mr. Rhone's wife, TeAndra Rhone, told the board about Mr. Rhone's experience and her concerns about the purpose of the meeting.

Kim Baltrip addressed the board to share her concern about Mr. Rhone's experience and the nature of the program. The topic created online discussion as to why the library would allow such a program. She wants to insure that the library is a safe and welcoming place. She thanked the board for being open to the discussion.

Katy Karlin stated that she heard the program was not balanced or educational and that perhaps the library should have a program that provides an alternate point of view. ~~to counter that.~~

Chris Remple said that he supports open discussion and the use of the library by community groups. He suggested that if a group inadvertently gives a presentation that doesn't address a topic seriously the library could provide education about that to round out the history or purpose.

Bill Lansdowne said that library staff determine the schedule of library programs and the meeting room policy allows groups and organizations to host programs and determine the content of their meetings. He reiterated that the board will review the meeting room policy and further information will be shared. He thanked members of the public for their interest and time.

Approval of Minutes

Elaine Shannon moved to approve the June 30, 2017 and the August 31, 2017 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

July 2017 expenses:

Tax Fund/General Operations.....	\$ 195,930.63
Tax Fund/Employee Benefits.....	46,401.26
Grants, Fines, Fees, and Interest.....	13,162.88
Endowment Account.....	13,237.62
Capital Improvement.....	0.00

The tax fund shows that MPL reimbursed NCKL for postage through June. There were routine expenses from the employee benefit fund. The grants, fines, fees account showed maintenance expenses that included an elevator after-hours repair, a breaker on the air chiller, and an emergency lighting upgrade. The endowment account was routine and the capital improvement fund had no activity.

August 2017 expenses:

Tax Fund/General Operations.....	\$ 176,249.48
Tax Fund/Employee Benefits.....	44,590.51
Grants, Fines, Fees, and Interest.....	7,043.54
Endowment Account.....	7,008.23
Capital Improvement.....	0.00

The State audit filing fee of \$150 was paid from the tax fund. There were routine expenses from the employee benefit fund and the grants, fines, fees accounts. The endowment account was routine and the capital improvement fund showed no activity.

Stacy Kohlmeier made a motion to approve the July 2017 and August 2017 financial statements and bills. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

The “Build a Better World” summer reading program ended on July 31st and the numbers follow:

Program	Registered	Completed 300	% Completed	Minutes Logged
Adult	701	484	69.04%	1,170,674
Staff	39	34	87.18%	70,204
Children (0-3rd grade)	1,850	1,205	65.14%	737,456
Tween/Teen*	1,154	803	69.58%	899,403
Total	3,744	2,526	67.47%	2,877,737
*Tween (4th-6th grade)	702	491	69.94%	334,083
Teen (7 th -12 th grade)	452	312	69.03%	565,320

The total number of registered participants exceeded 2016 by 347 people. Two hundred and thirty six (236) of those were adults. Total time read in 2017 is 747,622 minutes, or 12,460 hours and exceeded the time read in 2016. The completion rate for children and teens was lower than the previous year of 72%.

The library distributed 2,000 pairs of eclipse glasses courtesy of the STAR Library Network, which provided 2.1 million pair to organizations across the nation.

A media creation station for public use is now located in the Technology Center with Adobe Creative Cloud software for design, photography and film editing.

Staff represented the library at outreach events at the Kansas State International Student Fair, the Graduate Student Fair on campus, and the Flint Hills Discovery Center’s annual Community Day.

A new seasonal calendar/brochure has been produced featuring the schedule of all activities and programs for the rest of the year. One thousand copies have been distributed, and there is a downloadable .pdf online. The brochure also highlights information about several services and library facts.

There are a number of new adult programs this fall, including a brown bag lunch book club that begins September 7th. Staff are working with the Kansas State Book Network on the annual all campus/community read. One of the brown bag book discussions will feature this year’s selected title *The Curious Incident of the Dog at Nighttime*. In addition, the library will host a panel of local experts in a discussion in October about autism.

The Beach Museum of Art has provided the library the opportunity to host visiting artist Artemio Rodriguez and El Grafico Movil – a mobile art gallery, mural, movie theater and printmaking studio. The renovated 1948 Chevy van will be in the parking lot on October 8th and 9th. We appreciate the Beach for including the library on this project.

Weeding of adult fiction was completed this summer, and the collection was shifted to leave top and bottom shelves empty for patron easy reach and better lighting. There has been some discussion on shelving fiction by genres as building changes progress.

Staff worked with Riley County Historical Society on a display for the 100th anniversary of Big Red One in the atrium through August. It includes a basket for collecting flags for retirement as part of an Eagle Scout Project.

Staff have revamped the library's web page for public release on September 18th.

Building and Grounds

Summer maintenance activity included:

- Plumbing repairs on sinks and urinals
- Lock repairs
- Elevator repair on a bent door clutch
- Supply closet reconstruction
- Installation of new pump in the fountain
- Electrical outlet upgrades in two rooms
- Annual fire extinguisher inspection
- Coils cleaned on all AC units
- Door repair of one of the old air-handler units

The city forester will remove the dead trees in the parking lot islands in the next month, and we will discuss replacements with Blueville Nursery.

NCKLS

The Governor's office has yet to provide information regarding the legislative change moving the authority for making appointments to the NCKLS board to individual county commissions. I am working on a process for moving this forward in conjunction with other regional library system administrators and expect that we will be able to approach each county with a recommendation and develop a process to fill each of the eight positions by the end of the year.

The annual NCKLS board meeting was held on August 3rd. The budget and annual plan of service for 2018 were adopted. Marci Penner presented a program featuring libraries across Kansas. The budget and plan were also accepted by the State Library Advisory Board in June.

Jo Budler retired from her position as state librarian on August 1. Cindy Roupe will serve as the interim state librarian for the foreseeable future.

Staff and Administration

There are new staff members in maintenance, circulation, and adult and youth services due to turnover, which is often common with the beginning of the school year.

New photo copiers were installed in staff areas at the end of a five year contract and renewed at a lower price than before.

An all staff meeting scheduled for August 30th will provide information on workplace harassment. Adult services staff are attending mental health first aid workshops through Pawnee Mental Health. They

are the front line staff for dealing with patrons who may show signs of emotional or mental distress, and they will share what they learn with other staff at future training sessions.

Carolyn Elliot, John Pecoraro and I attended the city of Manhattan's board appreciation evening. I appreciate the city including our board. It was rewarding to see the number of citizens who give their time to support their community. The MPL and NCKLS boards are fine examples.

Staff who receive health insurance program participated in the city's annual health fair. The purpose of this event is to try to keep costs low through awareness and coaching to reduce common health risks.

Mary Swabb, Assistant Circulation Supervisor, is the recipient of a \$500 scholarship to pursue her master's degree in library science. The scholarship is made available each semester through the Manhattan Library Foundation. The scholarship fund was established by Susan Adamchak in 2005. Mary is a student at Emporia State University's School of Library and Information Management.

I had the pleasure of meeting with members of Gerry Walton's (former head of reference for MPL) family to say a few words about her career at the library. Former director Fred Atchison joined us. The family met at the library in June as part of a program on family history, and we displayed the panels that were created with memorial funds to compliment her book, *100 Years of Soul: A History of the African American Community in Manhattan*.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

City commissioners approved the library's 2018 budget. President Bill Lansdowne read the budget resolution for the record.

BUDGET RESOLUTION NO. 2018

A resolution expressing the property taxation policy of the Manhattan Public Library with respect to financing the annual budget for 2018.

Whereas, K.S.A. 79-2925b, as amended, provides that a levy of property taxes to finance the 2016 budget of the Manhattan Public Library exceeding the amount levied to finance the 2017 budget of the library, as adjusted to reflect changes in the Consumer Price Index for All Urban Consumers for calendar year 2016, be authorized by a resolution adopted in advance of the adoption of a budget supported by such levy; and

Whereas, K.S.A. 79-2925b, as amended, also provides that current year revenue that is produced and attributable to the taxation of (1) new improvements, (2) increased personal property valuation other than increased valuation of oil and gas leaseholds and mobile homes, (3) property located within added jurisdictional territory, and (4) property which

has changed in use shall not be considered when determining whether revenue produced from property tax has increased from the preceding year; and

Whereas, the Manhattan Public Library provides essential services to its citizens; and

Whereas, the cost of providing these services continues to increase.

NOW, THEREFORE, BE IT RESOLVED by the Manhattan Public Library Board of Trustees that a levy of property taxes in support of the 2018 budget exceeding the amount levied in 2017 as adjusted pursuant to K.S.A. 79-2925b, as amended, is hereby approved.

Adopted by majority vote on this 28th day of August, 2017 by the Manhattan Public Library Board of Trustees.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn reported that NCKL held their annual meeting on August 3rd. The full system board reviewed the 2018 goals and approved the 2018 budget. Author Marci Penner provided a program about libraries in Kansas.

Manhattan Library Association

Carolyn reported that after a summer recess, MLA will resume meetings on September 13th.

Manhattan Library Foundation

No report.

Old Business

2018 Budget

Cash Handling Policy MNG 3

Elaine moved to accept the changes to MNG 3 Cash Handling policy as noted. Tyler seconded and the motion passed.

New Business

Committee Appointments

Bill appointed Tyler Darnell as the chair of the Building and Grounds committee and to the Policy and Planning committee. Medo Morcos was appointed to the Finance Committee and the Directors Evaluation Committee, Elaine Shannon was appointed as chair of the Policy and Planning Committee.

Committee assignments are now as follows (*indicates chair): Building and Grounds: *Tyler Darnell, Elaine Shannon, Stacy Kohlmeier; Legislative: Stacy Kohlmeier; Finance: *Kerry Spencer, Stacy Kohlmeier, Medo Morcos; Policy and Planning: *Elaine Shannon, Tyler Darnell, Kerry Spencer; Director's Evaluation: *Elaine Shannon, Carolyn Elliott, Medo Morcos; NCKL Representative: Carolyn Elliott; MLA Representative: Carolyn Elliott; MLF Representative: Bill Lansdowne. The board president serves as a member of all standing committees

Tyler Darnell made a motion to accept the new committee appointments as named. Carolyn Elliott seconded and the motion passed.

Policy Reviews

President Bill Lansdowne asked to table the policy reviews until the September meeting.

Facilities study update

Brent Bowman will be at the September meeting to give the board an update and pricing.

Building and Grounds tour

Bill Lansdowne asked Tyler Darnell and Linda Knupp to get a tour date set up for the new board members to tour the library, anyone is welcome to join the tour.

Board Comments

Carolyn Elliott wanted to note that she really enjoyed the summer reading program this year. She wanted to thank staff responsible for fixing the bathroom stall door in the ladies room. She is very proud that we are taking flags to be properly disposed. She wanted to thank the library for providing eclipse glasses to the public.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be **Monday, September 25, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp