

**Manhattan Public Library
Regular Meeting of the Board of Trustees
September 25, 2017**

The September 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, and Kerry Spencer, and Mayor Linda Morse. Also present was Library Director Linda Knupp and Business Manager Jennifer Lund.

Public Comment

No public comment.

Approval of Minutes

Elaine Shannon moved to approve the August 28, 2017 minutes with corrections. Carolyn Elliott seconded and the motion passed.

Financial Statement and Bills

September 2017 expenses:

Tax Fund/General Operations.....	\$ 173,470.24
Tax Fund/Employee Benefits.....	44,348.69
Grants, Fines, Fees, and Interest.....	10,147.62
Endowment Account.....	7,416.49
Capital Improvement.....	0.00

The expenses for all funds were routine in nature.

Medo Morcos made a motion to approve the September 2017 Financial Statements and Bills. Elaine Shannon seconded and the motion passed.

Directors Report

Services and Activities

Year to-date statistics show the following comparison between this year and last year.

Jan-Aug	2017	2016	Change
Door Count	250,747	253,276	-1.00%
Circulation	515,822	499,497	3.27%
Sunflower eLibrary	36,713	34,082	7.72%
Hoopla	14,123	7,231	95.31%
Total Circulation	566,658	540,810	4.78%
Patrons Added	3,703	4,374	-15.34%
Holds Placed	53,430	52,950	0.91%
Meeting Room Use	1,014	980	3.47%
Computer Use	49,066	57,050	-13.99%
Wi-Fi	38,020	41,176	-7.66%
Total Tech	87,086	98,226	-11.34%

A redesigned web site was launched on September 18, 2017. Reorganized sections and updated graphics highlight the information of greatest interest to patrons, featuring resources and activities.

Between January and August, staff have made 75 visits to off-site locations to present a program or provide information at a booth. This does not include homebound or “enjoy and share” collections at community locations. The majority of visits have been programs for preschoolers and promotion of summer reading activity, but there has been an increased presence at community events. In addition to providing information, the upgrade in software for the library’s integrated library system and a wifi hotspot allow staff to register people for cards. Most recently, the library had a table at Kansas State’s Graduate Student Fair and International Student Resource Fair. The most successful event to-date was a table at Hale Library where staff registered 70 new borrowers. The library will have a booth at the Mini Maker Faire in Aggieville on September 23.

The new Adulting 101 program series was featured in the fall issue of *Manhattan MAG*.

New hardware was installed on the circulation credit card terminals to accept chips as well as smartphone pay options.

The “creation station” is up and running in the technology center. Adobe Creative Cloud software is available on this workstation, including Photoshop, Lightroom, InDesign, and Illustrator. Lynda.com is also accessible at the station so learners may watch the videos and practice with exercise files provided in the tutorials. It is also available for individual projects.

Building and Grounds

Maintenance issues in September were routine and minor including fall window washing (outside only) and small plumbing and wiring repairs and changes. The city forestry department is scheduled remove trees in the islands of the parking lot the week of September 17th. New landscaping will be completed in October.

NCKLS

I will be sending letters and making phone calls to the county clerks in the 8 taxing NCKLS counties to discuss the new appointment process to the NCKLS board. Until new appointments are made, current board members will continue to serve and are eligible to be reappointed. I will also be working with a committee of the NCKLS Executive Board to revise NCKLS bylaws before the next annual meeting in August to reflect changes.

Staff and Administration

An all-staff training session was held at the end of August and covered recognizing and responding to harassment in the workplace.

RCPD visited with managers on September 19th to review responding to violence in the workplace, particularly active shooters. We will review current policy and procedures to share with staff.

Supervisor training for MPL managers and NCKLS librarians was held on September 22. Tiffany Henschel, HR manager for Johnson County discussed options to change the annual employee review process to quarterly meetings and using the Meyers-Briggs assessment in the workplace. NCKLS librarians worked with Tiffany to develop an employee handbook.

Full-time and half-time staff are eligible to receive free flu shots in October through the city of Manhattan in conjunction with our health insurance plan.

New staff includes pages Heather King and Eric Matthews. Hannah Atchison was promoted from library page to part time children's assistant.

There was an increase in theft of DVD's after the school session began. Scheduled walk-throughs by staff were increased, and the problem has subsided for now.

Committee Reports

Building and Grounds

On Thursday September 28th at 4:00 pm there will be a tour of the library for anyone who wants to participate. On Oct. 9th at 4:00pm there will be a building and grounds committee meeting.

Legislative

No report.

Finance

No report.

Policy and Planning

There was a meeting held today at 11:30 and reviewed the meeting room use policy and there were revisions that were suggested. The revisions will be made and will look at the policy at the September meeting.

North Central Kansas Libraries

Carolyn reported that NCKL will have their meeting on Thursday September 28th at 10:00 am.

Manhattan Library Association

Carolyn attended the meeting on September 13th. Mark your calendars for February 23-25 to attend the annual book sale. If you don't have your MLA membership please sign up. Rosie's corner has brought in \$12,490 to date.

Manhattan Library Foundation

No report.

Old Business

Interlibrary Loan Policy

Each member was given the policy with the revisions.

Photography and Video Recording in the library

Each member was given the policy with the revisions.

Elaine moved to accept Interlibrary Loan policy and the Photography and Video Recording in the library policy as noted. Stacey seconded and the motion passed.

New Business

2018 Salaries

Linda Knupp reviewed a salary comparison sheet that showed different options for the 2018 COLA and merit percentage increases. The document showed the overall difference in total wages. The city has approved a plan with .8% COLA and 2.6% merit increases. The library budgeted for a 1.5% COLA and 2% merit.

Stacey Kohlmeier made a motion to keep the 1.5% COLA and 2% merit as budgeted. Carolyn Elliott seconded and the motion passed.

Facilities study update

There will be a meeting with building architect Brent Bowman on October 9th at 4:00pm. Board members received documents that show the cost of each phase of changes to the building along with color diagrams showing the changes.

2017 Implementation Plans Review

Everyone received a copy of the plan to review. The document shows projects that have been completed so far and projects left to do before the end of the year.

Loyalty Oath/Affirmation-Jenn Lund

Loyalty oath sheets were distributed for board members' signatures.

Adjournment

There being no further business, Elaine made a motion to adjourn the meeting. Medo seconded and the motion passed. The next meeting will be **Monday, October 30, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp