

**Manhattan Public Library
Regular Meeting of the Board of Trustees
October 30, 2017**

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 Tyler Darnell, Carolyn Elliott, Stacy Kohlmeier, Medo Morcos, Elaine Shannon, Kerry Spencer, and Mayor Linda Morse. Also present was Library Director Linda Knupp, Assistant Director John Pecoraro, and Business Manager Jennifer Lund.

Public Comment

No public comment.

Approval of Minutes

Kerry Spencer moved to approve the September 25, 2017 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

October 2017 expenses:

Tax Fund/General Operations.....	\$ 205,778.92
Tax Fund/Employee Benefits.....	51,204.42
Grants, Fines, Fees, and Interest.....	12,949.27
Endowment Account.....	11,237.81
Capital Improvement.....	0.00

Payment from the city was received for the tax and employee benefit funds. A firewall software update and 15 additional users for the Polaris software was charged to the tax fund technology budget. A fair amount of the furniture budget from the grant, fines and fees account was spent for window blinds in the McCormick room on 3rd floor and a staff office chair.

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

Directors Report

Services and Activities

Selectors and staff involved with the selection of material met this month to determine how the 2018 materials budget will be allocated. Total funds available are \$423,500, just 2% over last year. The increase will be allocated toward downloadable eBooks, audiobooks and materials on Hoopla and the Sunflower eLibrary.

Polaris (the software that manages catalog and circulation) was upgraded on October 24. It was a routine upgrade, and services were down for a minimal period of time. Evanced (room reservation and event scheduling software) is scheduled for upgrade at the end of November.

Alissa Sheltroun created the winning design for the 2017 Teen Read Week Bookmark Contest. Bookmarks and posters are being printed.

Star Wars Reads Day continues to be a popular annual event. This year 165 people attended, some in costume for activities and games. Other unique events in October included the visit from the Beach Museum and the Grafico Movil.

Staff have completed planning for the spring's program activities, and a calendar will be out before the end of the year. Events include a "Literary Festival" with Kansas Poet Laureate, Keven Rabas.

The annual user survey is scheduled for October 29 through November 4. For the second year, the library will have a Food for Fines day on Saturday, December 2nd. Interested volunteers should contact John Pecoraro to help with these projects.

Building and Grounds

Cat 6 cables will be installed in four locations (children's, current teen area, Rosie's Corner and circulation) to extend and improve wireless access in the building.

Staff proposed a change in the current technology classroom that may improve use and make better use of that space and resources. We will reduce the number of PCs and create a meeting space in back of those machines. It should make the room more functional for groups that want to use computers, as well as groups that just need a meeting space with tables and chairs.

Staff and Administration

October all-staff training included a review of internal customer service and working with angry customers.

There have been several incident reports in the past two weeks, including an incident where a staff member was hit in the back at Colony Square when walking home after closing on a Sunday evening. Police were called but no positive identification was made. Staff are encouraged to leave the building together when possible and to stay alert.

A challenge to four books in the *Dragonball* graphic novel series in the children's collection has been filed. A staff committee is reviewing the books and will make their recommendation by mid-November.

There are several policies in the board packet this month that contain slight revisions.

Committee Reports

Building and Grounds

The committee met on Oct. 9th with Brent Bowman on the facilities study.

Legislative

No report.

Finance

No report.

Policy and Planning

Refer to new business on policy changes.

North Central Kansas Libraries

Carolyn Elliott attended the Kansas Library Association conference and encouraged other trustees to attend next year. The NCKLS Executive Committee will meet on Nov. 30th 2017.

Manhattan Library Association

Carolyn Elliott provided MPL membership forms and encouraged the board to become members of MLA. She also reminded everyone that the book sale is February 23-25, 2018.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Meeting Room Policy

The board was given a copy of the policy with the suggested changes. The new policy will be posted on our website and call the individuals from our August meeting so they can review the updated policy online.

Tyler Darnell made a motion to accept the meeting room policy with the current revisions. Carolyn Elliott seconded and the motion passed.

Facilities Study Update

There was some discussion on the plans. A new cost sheet from Bowman was shared. The board agreed that Phase 1 was feasible at this time. Tyler Darnell, Bill Lansdowne, and Linda Knupp will meet with Bob Haines, Manhattan Library Foundation President, to discuss funding.

Small Policy Updates-Internet Access, Customer Conduct, and Confidentiality of Library Records

Board members received a copy of the revised policies.

Carolyn Elliott made a motion to accept the policy revisions. Elaine Shannon seconded and the motion passed.

MPL/NCKLS Annual Agreement

The memorandum of understanding between MPL and NCKLS was shared with the board. Included was the cost sharing agreement.

Elaine Shannon made a motion to accept MPL/NCKLS memorandum and cost sharing agreement. Medo Morcos seconded and the motion passed.

Adjournment

There being no further business. The next meeting will be **Monday, November 27, 2017** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp