

**Manhattan Public Library
Regular Meeting of the Board of Trustees
November 27, 2017**

The November 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, Human Resources Manager Teri Belin, and Business Manager Jennifer Lund.

Public Comment

No public comment.

Approval of Minutes

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

Financial Statement and Bills

November 2017 expenses:

Tax Fund/General Operations.....	\$ 219,644.28
Tax Fund/Employee Benefits.....	42,904.68
Grants, Fines, Fees, and Interest.....	9,743.04
Endowment Account.....	5,958.27
Capital Improvement.....	0.00

A distribution from the city was received into the tax and employee benefit funds. Eleven new PCs were purchased for the technology classroom, The Polaris payment, which is the integrated library system, was charged to the tax fund technology budget. We received a payment from NCKLS for their portion of the workers compensation insurance. Note in the director’s report that there will be an increase in health insurance in 2018.

Kerry Spencer made a motion to approve the November 2017 Financial Statements and Bills. Tyler Darnell seconded and the motion passed.

Directors Report

Services and Activities

Staff will complete upgrades to Evanced, the library’s room reservation system the first week of December. The upgrade will provide a much friendlier interface for staff and the public.

John has coordinated the activity for Food for Fines on December 2nd from 10 to 5. For every non-perishable food item donated, \$1 in fines, up to \$10 will be waived. Donations will go to the Flint Hills Breadbasket.

All staff have been invited to provide feedback for activities and services to support the library’s goals in 2018. Managers will review suggestions for implementation in 2018.

The number of registered borrowers decreased by 13,107 people this month with a purge of records with no use in 5 years and with fines less than \$5. The total number of borrowers now stands at 37,969. The integrated library system is now set to do this routinely rather than all at once.

Building and Grounds

The purpose of the Assistive Technology Center will soon be expanding to include the new creation station and creative software. The room is currently available only when the part-time assistive technology trainer is available. The change will permit use of the room and equipment during all of the hours the library is open and expand the trainer’s role. The change will be in effect early next year.

Town and Country Garden Club is working with the library to explore options for a shade or umbrella in the children’s garden.

Several staff members met with the protective service advisor for the Department of Homeland Security, Chuck Clanahan on Wednesday for a day’s review on safety and security. Mr. Clanahan will be back at the February staff development day for active shooter training. A committee that includes representation from IT, Maintenance, Administration and public services will continue to review and follow up on suggestions and recommendations. We have met with Reddi Systems Security Solutions to investigate door access options and alert systems.

Staff and Administration

Vivienne Uccello, Public Relations Coordinator accepted a new position with the City of Manhattan. Review of applications has begun.

Annual group health plan meetings were held for 2018 open enrollment. MPL and NCKLS are fortunate to participate in the city of Manhattan’s self-insured pool which provides excellent options for employees. There have been few increases over the past years, but there will be one in 2018. The increases for the employee and employer under the options most often selected are:

	Employee		Employer	
	\$ Amt. Increase	% of Increase	\$ Amt. Increase	% of Increase
Single	\$ 4.16	5.02%	\$ 57.80	10.24%
Family	\$ 15.82	5.00%	\$ 130.38	11.05%

Committee Reports

Building and Grounds

The committee will meet with Bob Haines, president of the Manhattan Library Foundation, on December 5, 2017 at 4:00pm on the facilities study.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

The NCKLS Executive Committee will meet on Nov. 30th 2017.

Manhattan Library Association

Carolyn Elliott reminded everyone that the book sale is February 23-25, 2018. She also mentioned that the TALK program in 2018 will be February 22, March 29, and April 29, 2018.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

Request for reconsideration

Linda reviewed the Request for Reconsideration form that a patron submitted. The patron asked that the book in the children's collection be removed. Linda explained the process and outcome. The patron was sent a letter explaining that the book will be removed from the children's area and placed in the adult collection.

Survey review

John explained the results of the November patron survey. He included the comments made by patrons.

December 2017 meeting date and preapproval of bills

Stacy Kohlmeier made a motion to cancel the December board meeting and to preapprove the December bills. Medo Morcos seconded and the motion passed.

Director's evaluation

At 4:40 p.m., Elaine Shannon made a motion to adjourn into executive session for 30 minutes to discuss the director's evaluation. Medo Morcos seconded and the motion passed.

The meeting reconvened at 5:10 p.m. Bill Lansdowne made a motion to extend the executive session for not more than 20 minutes. Elaine Shannon seconded and the motion passed.

The meeting reconvened at 5:30 p.m. Elaine Shannon made a motion to approve 2017 director's performance review and 2018 salary of \$126,966.55; payment to be split with Manhattan Public Library paying 70% North Central Kansas Libraries System paying 30%. Medo Morcos seconded and the motion passed.

Adjournment

There being no further business. The next meeting will be **Monday, January 29, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp