

Manhattan Public Library
Regular Meeting of the Board of Trustees
February 26, 2018

The February 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, Public Relations Coordinator Maddy Ogle, and Business Manager Jennifer Lund.

Public Comment

Approval of Minutes

Elaine Shannon moved to approve the January 29, 2018 minutes. Stacy Kohlmeier seconded and the motion passed.

Financial Statement and Bills

February 2018 expenses:

Tax Fund/General Operations.....	\$ 229,200.13
Tax Fund/Employee Benefits.....	45,535.74
Grants, Fines, Fees, and Interest.....	1,001.69
Endowment Account.....	8,538.12
Capital Improvement.....	19,949.06

The first disbursement from the city was received for the general tax fund and employee benefit fund. Maintenance expenses were high due to the payment of yearly service contracts. Staff development costs are for sending a staff member to the Public Library Association conference in Philadelphia this year. Property and liability insurance was renewed in February. Part of the security upgrade bill was paid from the capital improvement fund. The board approved this expense at the January meeting.

Tyler Darnell made a motion to approve the February 2018 Financial Statements and Bills. Kerry Spencer seconded and the motion passed.

Directors Report

Services and Activities

The Manhattan Library Association’s annual book sale will be complete by the time the board meets. MLA secretary LuAnn Hoover found records from 2002 that noted the growth in funds raised over time. The first book sale the library ever had was around 1987 in what was a parking area during the dog day sales downtown in August.

Staff created 425 eCards for employees of the City of Manhattan to provide easy access to the tools on Lynda.com for staff development. In addition city employees will be able to use all other online resources with the eCard. Use will begin in March. Rhonna Hargett, Marilyn Fulkerson and Mary Swabb have established a process and routine for the year to monitor and evaluate the program. Maddy Ogle will be sending periodic information to city staff emails to let them know about services available to them and to encourage use.

The library is now accepting applications for summer teen volunteers (grades 7 to 12) through March 26th. Teen volunteers are critical for summer reading support, assisting with sign-up, prize distribution, crafts, sorting books and other assigned tasks. It is an excellent program that benefits the library and teens looking for community service hours, job experience or a fun way to spend time during the summer.

2018 story times have had groups with an average of 35 to 40 kids at weekly toddler programs and 45 kids at Family Story times on Saturdays. The average number of children at special programs, including Zoofari Tails and the K-State Rodeo Storytime was 60. The annual Harry Potter book night drew over 200 people.

The Kansas Humanities Council TALK series (Talk about Literature in Kansas) begins February 22 with one book discussion a month through May.

Building and Grounds

Staff met with Brent Bowman and representatives from his office and BHS construction to discuss plans for the 2nd floor remodel. An additional meeting is scheduled for February 28 to confirm construction dates and discuss design details. Construction on the adult service/reference area will begin in March and will be completed before summer. Construction of the teen area will begin in early August and will be completed early fall. Staff are preparing for the change, relocating work areas, shifting and weeding collections and planning for rewiring for new locations for phones and computers.

Reddi Systems will begin work on the security camera upgrade this month, and changes with the card entry system in non-public areas will begin after that is complete.

Staff and Administration

The library was closed on Monday, February 19, but staff were at work for the annual staff development day. This year Chuck Clanahan, Department of Homeland Security, provided active shooter training and representatives from the library's Employee Assistance Program presented sessions on professionalism and building powerful teams. In addition, there was time to provide staff with information about several library initiatives, including an online employee database, activities in 2018 and the remodeling project.

Managers completed review of staff suggestions for activities to meet 2018 goals, and a copy will be available for the board.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

Carolyn shared that the annual book sale was a success bringing in \$12,781.47. She also mentioned that the TALK (Talk About Literature in Kansas) program that was to be held on February 22 was cancelled due to the library being closed. She is not sure when that will be rescheduled.

Manhattan Library Foundation

No report.

Old Business

There was no old business.

New Business

2018 Activities

The board was given printouts of the goals along with the staff suggestions of activities that are planned after the managers reviewed the suggestions. Linda informed them that she would update them on the progress quarterly.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, March 26, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp