

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

The March 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

There was no public comment.

Approval of Minutes

Elaine Shannon moved to approve the February 26, 2018 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

March 2018 expenses:

Tax Fund/General Operations.....	\$ 218,383.91
Tax Fund/Employee Benefits.....	48,251.22
Grants, Fines, Fees, and Interest.....	1,181.63
Endowment Account.....	8,822.75
Capital Improvement.....	2,214.00

Maintenance expenses were high due to snow removal and custom coils for an air handling unit. Technology purchased six laptops and six Chromebooks for staff use. We have received system grant and state aid money. We anticipate financial support from the Foundation later this year to use for planned projects.

Kerry Spencer made a motion to approve the March 2018 Financial Statements and Bills. Stacy Kohlmeier seconded and the motion passed.

Directors Report

Services and Activities

The library had a booth at the exhibit at the Little Apple Comic Expo. Over 300 people stopped by the booth including a number who had never visited the library and many who were unaware of the online services offered. Hoopla provided an electronic tablet for a raffle, pens and a trial login for access to digital resources to attract event attendees. Hoopla has a large number of graphic novels and comic books that can be downloaded. In addition, staff served on a panel at the event to recommend books and comics that certain comic personae might enjoy.

New titles were added to the online magazine subscription Flipster. There are currently 22 magazines available online with a library card. New titles include *National Geographic*, *Outside*, *Wired*, *The Week*, and more. Twice a year staff conduct a physical count of magazine use in-house to help determine what titles people are reading.

The evening Yack and Yarn program has been popular, and staff are scheduling an afternoon session for crafters who want to meet at the library to share their interests and skills.

Building and Grounds

Staff are meeting with architects from BBN and BHS Construction bi-weekly. Design plans are shaping up, and staff have done an excellent job of defining the requirements of the work and service areas. Collections and furnishings in the adult services area have been moved, and the area is ready for construction.

Reddi Systems will complete installation and upgrade of security cameras by the time the board meets, and work on the key-card entry will begin in April. Staff training and key pass distribution is scheduled for mid-April.

Other building and grounds activity included:

- New canister lights in the children’s room
- Replacement of the coils in one of the air handlers in the west building

Staff and Administration

Adult services librarian Crystal Hicks will attend the national Public Library Association conference in Philadelphia. Teri Barton and Cody Wassenberg will attend the annual Polaris user’s group conference in Florida. Cody received a scholarship that pays for his attendance.

A new incident reporting form was created for staff use to ensure we keep only the facts when reporting concerns about behavior or other types of incidents that occur at the library. This helps all staff members maintain an awareness of conditions.

John is leading active shooter table-top exercises in all departments, following up on training in February.

The director of the Peabody Township Library (a member of the North Central Kansas Libraries System) sent an interesting article that is included in the board packet.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

See new business.

North Central Kansas Libraries

Board meets Thursday March 29th, 2018.

Manhattan Library Association

Carolyn Elliott reported that Doris & Marvin Marsh and Bob & Lynn Haines were selected to receive the MLA Lifetime Membership Award. The book talk is this week on Thursday, March 29th at 7:00 pm. The MLA annual meeting will be held April 11th.

Manhattan Library Foundation

No report.

Directors Review

Elaine Shannon noted that the director's review committee will meet to finalize a new performance review form, new job description and new method for the director to report yearly goals.

Old Business

Second floor remodel update

Linda included the new plans in the board packets and explained what the members were seeing.

New Business

Finance Committee – April meeting date

The committee agreed to meet April 23rd at 4:00 p.m. to review the 2019 budget.

Policies for review

Elaine Shannon made a motion to accept the MNG 1 Policy with the changes suggested. Stacy Kohlmeier seconded and the motion passed.

Elaine Shannon made a motion to accept the GSV 1 Policy as presented. Carolyn Elliott seconded and the motion passed.

After discussing the policy MNG 21, it was determined that the definitions of partnership and sponsorship were not clear. It will be changed and discussed again at the next meeting.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, April 30, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp