

Manhattan Public Library
Regular Meeting of the Board of Trustees
April 30, 2018

The April 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, Elaine Shannon and Kerry Spencer. Also present was Library Director Linda Knupp, Assistant Director John Pecoraro, Business Manager Jennifer Lund and Human Resources Manager Teri Belin. Absent were Medo Morcos, and Mayor Linda Morse.

Public Comment

There was no public comment.

Approval of Minutes

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

Financial Statement and Bills

April 2018 expenses:

Tax Fund/General Operations.....	\$ 182,685.62
Tax Fund/Employee Benefits.....	46,319.81
Grants, Fines, Fees, and Interest.....	2,191.66
Endowment Account.....	10,889.53
Capital Improvement.....	8,960.52

The credit in the tax fund staff development account was a result of a staff member not being able to attend a national conference due to travel delays. A payment was made to UPS and NCKLS for postage. Money was spent on cabling necessary for the 2nd floor construction and prepping to change our Internet service provider to Wamego Telecommunications.

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

Directors Report

Services and Activities

April was packed with activities including the Little Apple Lit Fest that featured storyteller Priscilla Howe, a teen writing workshop with Tessa Elwood, and a presentation by Kansas Poet Laureate Kevin Rabas.

Productive partnerships continue with Kansas State Mortar Board Senior Honor Society and the Junior League of the Flint Hills. The Mortar Board Society hosted their annual “Reading is Leading” event for children at the library to promote literacy and make connections between the university and the community. The Junior League of the Flint Hills held their annual Library Card Day at the library and provided a free book to every child with their own library card.

Teri Belin and Maddy Ogle organized a volunteer recognition reception on April 19th. It was an excellent opportunity for staff to gather with volunteers and say thank you. There are over 45 people who

help the library in a variety of ways, including: serving on boards, assisting with technology classes, dusting shelves, mending books, assisting with children's programs, printing and mailing newsletters, sorting books, and more. Twenty-five teens will volunteer this summer and help with activities such as signing children up for the summer reading program, distributing prizes, and encouraging young readers.

Reference statistics were collected during the week of April 8th. These numbers are collected for annual reports to the state library and the Institute of Museums and Library Services. Of the total 756 questions answered by the staff, 210 were technology-related. The completion rate was 97.49%, or 737 of the questions.

Five groups of 2nd graders toured the library this month, and several more will visit in May. MLA supports transportation for these annual field trips.

The Manhattan Library Association held their annual meeting on April 17th. Marvin and Doris Marsh, and Bob and Lynne Haines were recognized as honorary members for their numerous contributions to the library.

The annual meeting of the Manhattan Library Foundation was held on April 17th. The foundation voted to fund the following initiatives for the library in 2019; \$120,000 materials/collections, \$60,000 for development planning and assistance, and \$10,000 for prize books for summer reading.

Building and Grounds

Bi-weekly meetings with BBN and BHS continue. Concerns about the HVAC, ventilation and other modifications in the teen area were identified. Initial concerns can be addressed but will require unanticipated modifications. While waiting to see what options might be available, staff began discussing an alternate plan and the architect was able to sketch a new design for the area between the administrative offices and current reference desk. The option will cost less, and we believe it will prove to be a better location. The sketch is included in the board packet.

Spring window washing (inside and out) will be complete by the end of the month.

Parsons Communications is installing higher grade and capacity fiber in switch closets.

Security camera installations and upgrades are complete.

Staff and Administration

Staff training this month included information and instruction about the new electronic key-pass system and a review of basic emergency procedures. The key-pass system is ready for activation the last week of April/first week of May. Staff will have RFID name badges that grant levels of access to the employee entrances and non-public areas on the east side.

Annual audits for MPL and NCKLS are complete and will be reviewed with each board in May.

Carolyn Elliot and Kerry Spencer have been reappointed to the Manhattan Public Library board for additional 4-year terms.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

New business.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

Carolyn Elliott reported that annual meeting was held April 11th. Doris & Marvin Marsh and Bob & Lynn Haines were honored with MLA Lifetime Membership Awards. MPL will have their annual social gathering in May.

Manhattan Library Foundation

Bill Lansdowne reported he attended the Foundation's annual meeting April 17th. Bob Haines, Earl Allen, and John Walters are the investment committee and they compared the Foundation to ten other high profile foundations across the country and they came in second among them. The Foundation also approved all of Linda's funding requests for 2019.

Directors Review

Old business.

Old Business

Second floor remodel update

Linda Knupp presented the new plans for the teen area. She reported that the first phase will start May 3rd and should end around June 20th. The second phase will start in the fall.

Director's Evaluation

Elaine Shannon reported that the Director's Evaluation Committee met and made final changes to the director's evaluation form and modified the yearly timeline for the process. In addition to the change in the form that will be used, all board members will have direct input and the director will provide a mid-year report on the status of goals.

Elaine Shannon moved to approve the revised director's performance review form and new yearly process. Stacy Kohlmeier seconded and the motion passed.

New Business

Staffing Changes

Linda Knupp reviewed staffing changes for 2018 and 2019.

2019 Budget

Linda Knupp summarized the 2019 budget for 2019.

Kerry Spencer made a motion to accept the 2019 budget as presented. Tyler Darnell seconded and the motion passed.

Executive Committee Nominations, Elections, and Committee Assignments

Tyler Darnell made a motion to keep the executive committee and committee assignments the same as current. Stacy Kohlmeier seconded and the motion passed.

May Meeting Date

The board agreed to reschedule the May meeting to June 4th at 4:00 pm.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, June 04, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp