

**Manhattan Public Library
Regular Meeting of the Board of Trustees
June 04, 2018**

The May 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, Medo Morcos, Mayor Linda Morse, Elaine Shannon and Kerry Spencer. Also present was Library Director Linda Knupp, Assistant Director John Pecoraro, and Business Manager Jennifer Lund. Stacy Kohlmeier was absent.

Public Comment

There was no public comment.

Approval of Minutes

Noting corrections, Elaine Shannon moved to approve the April 30, 2018 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

May 2018 expenses:

Tax Fund/General Operations.....	\$ 197,200.50
Tax Fund/Employee Benefits.....	44,348.53
Grants, Fines, Fees, and Interest.....	434.95
Endowment Account.....	38,907.07
Capital Improvement.....	6,649.69

We received a tax distribution from the city for the tax account and employee benefits fund. Half of the maintenance expense this month was due to the annual elevator contract which covers four elevators. The technology training/consulting expense was for two staff members to attend the annual Polaris Users Group conference. Funds from the children’s expansion campaign were used to replace pillows in the children’s room.

Tyler Darnell made a motion to approve the May 2018 financial statements and bills. Kerry Spencer seconded and the motion passed.

Director’s Report

Services and Activities

Richard Pitts, storyteller and director of the Wonder Workshop, will present “Stories with a Lot of Soul” at the library on June 16th in conjunction with the 29th Juneteenth celebration.

June is always a busy month at public libraries and Manhattan Public Library is no exception. The level and type of activity in summer are different from other times of the year. Summer reading activities are scheduled for June 1 through July 31. Online registration opened in late May so that readers of all ages could begin counting their reading activity toward prizes. The kick-off party on June 2 will feature activities for children and encourage sign-up in the Auditorium. A wrap-up party on July 21st, will feature Jim Cosgrove with his performance of “Mr. Stinky Feet Rocks.” Community First National Bank is sponsoring this event. There will be a total of 16 weekly programs for children and teens.

NCKLS held the annual Book Fair with over 40 librarians in attendance for the event. The fair featured a presentation from Robert Rebein, author of *Headlights on the Prairie*, via Skype, and several breakout sessions on cataloging, recommended reading lists and weeding collections.

The annual agreement with Green Apple Bikes was renewed with MLA support.

Building and Grounds

BHS is on schedule for completing initial construction in the staff work areas by June 30th. Design decisions about furnishings are under review, including carpet patterns and color, furnishings and shelving for the teen area.

Maintenance activity this month included:

- Blueville Nursery spruced up the flower beds and planters
- Jayhawk Sprinkler rebuilt the backflow preventer in the sprinkler system
- External inspection of the library's three boilers is scheduled

JB Turner completed some repairs to the roof where the east building meets the west.

Staff and Administration

Key pass cards have been distributed to staff, and east building security measures are in place. The project was delayed for a couple of weeks due to rewiring of the doors.

Maddy Ogle and I attended the Flint Hills Regional Conference. It was an excellent opportunity to talk to several people about library services and resources. I hope to visit with representatives from Fort Riley's Leader and Workforce Development Program to share information about services the library can offer, particularly to the civilian workforce.

Marcia Allen served on this year's Kansas Notable Books Committee, working with librarians across the state to select a number of titles for the State Librarian's consideration for a final number of titles for recommended reading.

Staff are participating in the annual Project Manhattan effort. Timothy Speirs and Maddy Ogle led the effort to collect 500 pounds of food for the Flint Hills Breadbasket.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

Linda will present the library budget at the city commission meeting on June 26th.

Policy and Planning

John Pecoraro distributed revisions to policies MNG-18 and Cir-1. The board decided to take some time to review them and vote on the revisions at the next meeting.

North Central Kansas Libraries

Carolyn attended the annual book fair on May 10th. She did not attend the last executive committee meeting and suggested looking at the director's report for NCKLS news.

Manhattan Library Association

Carolyn noted that the MLA board doesn't meet in the summer but will begin meeting again in September. Stephen Bridenstine joined the MLA board.

Manhattan Library Foundation

No report.

Old Business

Second Floor Remodel Update

Linda Knupp presented updated plans for the teen area.

Director's Evaluation

Director Linda Knupp's performance goals were distributed to board members prior to the meeting.

At 4:56 p.m. Elaine Shannon moved to break into executive session for up to 30 minutes to discuss Linda's goals. Carolyn Elliott seconded and the motion passed.

The meeting reconvened at 5:18 p.m.

New Business

Annual Audit

Eric Keintz from Varney & Associates presented the 2017 audit to the board.

Elaine Shannon made a motion to receive and accept the report as presented by the auditor. Medo Morcos seconded and the motion passed.

2019 Budget Resolution

The board decided to table the resolution until the June meeting.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, June 25, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp