

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**June 25, 2018**

The June 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, and Kerry Spencer. Also present was Library Director Linda Knupp and Assistant Director John Pecoraro. Stacy Kohlmeier and Elaine Shannon were absent.

**Public Comment**

There was no public comment.

**Approval of Minutes**

Kerry Spencer moved to approve the April 30, 2018 minutes. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

June 2018 expenses:

Tax Fund/General Operations.....	\$ 181,364.27
Tax Fund/Employee Benefits.....	46,830.68
Grants, Fines, Fees, and Interest.....	2,874.62
Endowment Account.....	17,837.04
Capital Improvement.....	2,157.75

Audit fees were paid from the Audit and Legal Fees account. Reimbursement was received from NCKLS for staff development expenses. Chairs and a desk were purchased for new office and work spaces. Architect fees were paid from building project expenses. Cabling for the second floor project was paid from capital improvement funds.

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

**Director’s Report**

Services and Activities

At mid-year, circulation of materials is lower by 1.84%. While physical materials comprise nearly 90% of total circulation, the circulation of digital content is increasing.

Year-to-date	1/1/18 – 6/18/18	1/1/17 - 6/18/17
Physical circulation	335,201	347,944
Digital items	40,328	34,499
Total	375,529	382,443

As of June 19<sup>th</sup>, 2,153 children, 358 teens and 693 adults have registered for summer reading. Teen volunteers are working for an average of 135 hours a week to sign people up for summer reading and distribute prizes.

The summer theme “Libraries Rock” can be seen in the displays in the atrium which include local band history and the fun “tintamarresque” for photo-ops. About 430 people were in the library during the summer reading kick-off on June 2<sup>nd</sup> to participate in activities for kids.

An iPad is a new feature in the animal’s neighborhood of the children’s room with an app that plays bird songs and games to test the user’s knowledge of different bird calls.

In addition to summer activity, there has been considerable staff turnover in different departments, in addition to planned changes which has made for an exceptionally busy season.

MPL is one of several locations accepting returns of materials from Hale Library for the near future as they recover from fire, water and smoke damage.

### Building and Grounds

The first part of the 2<sup>nd</sup> floor remodel is nearly complete. By the end of the month, staff should be able to move into the new offices. Plans to begin shifting adult nonfiction books and to move large print books to the first floor are underway and scheduled for completion in July so that work may begin on the teen area in August.

### Staff and Administration

The key pass system is operating and the project went very smoothly, thanks to Cody Wassenberg and the IT staff for leading the project and to Teri Belin and Maddy Ogle for coordinating with Cody on issuing and distributing pass cards and personnel procedures. New buttons were added to the phone system to create an internal “panic” button and provide easy access to the public access system.

I presented the NCKLS 2019 budget and annual plan to the State Library of Kansas Advisory Board on June 8<sup>th</sup>. Next, the NCKL System Board will review the budget and plan at the annual meeting on August 2.

Staff surpassed the 500 pound goal and collected an equivalent of 625 pounds in food and monetary donations for the Breadbasket during Project Manhattan.

The library’s budget presentation to the city commission is scheduled for next week, June 26, at approximately 6:45 after presentations by three other organizations. The time may vary.

## **Committee Reports**

### Building and Grounds

No report.

### Legislative

No report.

### Finance

No report.

### Policy and Planning

No report.

North Central Kansas Libraries

Carolyn stated that the NCKLS annual board meeting will be August 2<sup>nd</sup> in the library auditorium.

Manhattan Library Association

Carolyn stated that MLA will start meeting again in September after taking the summer off.

Manhattan Library Foundation

No report.

Directors Review Committee

No report.

**Old Business**

Budget Resolution

There is no longer a statutory requirement for formal text to be read into meeting minutes to pass the library budget.

**New Business**

Policy Review

Board members were given copies of the policies with changes.

Carolyn Elliott made a motion to receive and accept policies MNG-18 Staff Development, MNG-Meeting Room Use, and Cir-1 Library Cards and Customer Accounts as presented. Medo Morcos seconded and the motion passed.

July meeting and approval of the bills

Medo Morcos made a motion to cancel the meeting in July 2018 and preapprove the bills to be paid. Carolyn Elliott seconded and the motion passed.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, August 27, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

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President Bill Lansdowne

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Director Linda Knupp