

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
September 24, 2018**

The September 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 Stacy Kohlmeier. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Human Resources Manager Teri Belin and Assistant Director John Pecoraro. Kerry Spencer was absent.

**Public Comment**

There was no public comment.

**Approval of Minutes**

Elaine Shannon moved to approve the August 27, 2018 minutes. Medo Morcos seconded and the motion passed.

**Financial Statement and Bills**

September 2018 expenses:

Tax Fund/General Operations.....	\$ 203,442.39
Tax Fund/Employee Benefits.....	50,783.76
Grants, Fines, Fees, and Interest.....	1,418.84
Endowment Account.....	52,585.62
Capital Improvement.....	0.00

The tax fund maintenance budget has been spent out. Maintenance expenses for the rest of the year will be charged to the grants, fines and fees account. Teen space computers have been purchased and paid from the technology budget. The workers compensation bill was paid. We will see some reimbursement from NCKLS next month for their share of the cost. Second floor project fees were paid from the building project budget.

Tyler Darnell made a motion to approve the September 2018 financial statements and bills. Medo Morcos seconded and the motion passed.

**Directors Report**

Services and Activities

Staff evaluated Kanopy, an on-demand streaming video platform for libraries which offers a large collection of films. The selection includes classic films, documentaries, indie films, instructional films and children’s programs, which would all be free for library cardholders to stream.

Entries for the library’s bookmark design contest will be accepted through September 28. MLA members will help select the winning entries in five age categories, and the selected bookmarks will be printed and distributed at the library.

Several staff attended a meeting about USD 383’s K-LINK Grant and partnership opportunities. The district will receive more than \$3.2 million for birth through grade 12 literacy support over a three-year period from the Kansas State Department of Education and the U.S. Department of Education’s Striving Readers Comprehensive Literacy program. Goals include promoting literacy, enabling students

to succeed with contemporary next-generation literacies and transforming students from content consumers to content creators. As a community partner, MPL is eligible to apply for a grant of \$500 to \$1,000 a year to help provide a network of resources, materials, training and opportunities for families to enable students to meet the goals of the program.

The Manhattan Library Association (MLA) resumed meeting. Planning for the 2019 book sale will begin soon. The dates of the sale are February 22-24, 2019. MLA's annual TALK program with the Kansas Humanities Council began September 17. The theme of the books in this year's program is "Childhood Classics."

TALK20, a community program in cooperation with UFM is scheduled for September 27<sup>th</sup> and will feature a variety of community members sharing information about their interests and areas of expertise.

Children's programs resumed on August 20<sup>th</sup>, with an average of 28 kids attending storytimes to-date. Staff were present at the Northview Elementary School orientation and made contact with 38 kids and 43 adults. The next day, one family came in for a card. Year-to-date, 1,238 people have attended a technology training program.

Ten lucky new cardholders received a coupon for a free ½ dozen donuts from Dunkin Donuts.

The Red Cross used the lower level atrium one day to meet with people who needed assistance after the flood.

The library will partner with the Kappa Kappa Gamma (KKG) sorority for a "Trunk or Treat" event in the parking lot of the library after closing on Sunday, October 21<sup>st</sup>. KKG's philanthropic mission supports youth literacy. Members of the sorority will dress as storybook characters, distribute candy and provide some activities for kids. Library staff will be present.

### Building and Grounds

Most of the furniture for the teen area will be delivered and installed on Wednesday, September 26. The wall will arrive and be installed the same week. It may be late October/early November before the service desks arrive. New shelving will be installed by mid-November, and books will be moved to the area, completing the project.

Three vendors have been contacted and provided quotes for parking lot repair. Quotes range from seal coating to a complete replacement. John is working on obtaining additional information for the Building and Ground Committee's review and will share that at the meeting.

The fan and an air compressor in one of the rooftop HVAC units was replaced. The air compressor is currently under warranty but the library bears the expense of installation and labor.

Several staff met briefly with a sales representative from the vendor TechLogic. They reviewed their latest products for self-check and materials handling solutions. They also discussed future development, including a self-check mobile app and a product that allows people building access based on library card permissions.

### Staff and Administration

Former NCKLS youth service consultant, Nikkie Sierra has moved out of state. Interviews for a candidate to fill the position have been completed and a selection has been made. Two other NCKLS employees retired this summer and positions are in the process of being filled.

Adult services provided training to staff on using the PA and emergency buttons on the phones. They are also training staff to use the software for the public access catalog that will be updated in October.

John presented a customer service video and reviewed the library's privacy policy and practices at an all staff meeting. Managers from MPL and NCKLS completed the Clifton Strengths Assessment to identify their top strengths for a leadership workshop led by Mike Finnegan, Assistant Professor at the Staley School of Leadership Studies. The session focused on activities for building strength-based teams, understanding the strengths philosophy and exploring workplace engagement.

Adults and teen volunteers have contributed a total of 3,166 hours of work year-to-date.

The annual user survey will be conducted from October 28 through November 3<sup>rd</sup>.

### Other

Library Legislative Day is scheduled for Wednesday, January 23, 2019 at the statehouse in Topeka. The Kansas Library Association organizes this day each year and encourages trustees, friends, librarians and other interested parties to visit the capitol building and meet with their legislators to remind them of the value of public libraries in their community and across the state. Members of the Manhattan Library Association plan on creating small goodie bags with information about Manhattan Public Library to distribute to local representatives.

The library maintains an online presence. You can follow the library on Facebook, Twitter and Instagram, and share posts or information to help spread the word about library services. Links to all of these platforms may be found toward the bottom of the library's web page at [www.mhklibrary.org](http://www.mhklibrary.org).

### **Committee Reports**

#### Building and Grounds

No report.

#### Legislative

No report.

#### Finance

No report.

#### Policy and Planning

No report.

#### North Central Kansas Libraries

Carolyn stated there will be a meeting on September 27, 2018.

#### Manhattan Library Association

Carolyn talked about a bookmark contest that MLA is sponsoring. The TALK book discussion program is being held in October and November.

Manhattan Library Foundation

No report.

Directors Review Committee

New business.

**Old Business**

There was no old business.

**New Business**

Director's Evaluation process

Human Resources Manager Teri Belin explained to the board the process that will be taking place the next couple of months and provided written instructions.

Parking Lot Update

John went through the bids he received and explained the difference between each one.

Elaine Shannon made a motion that John and Linda proceed at their discretion. Stacy Kohlmeier seconded and the motion passed.

2019 Salaries

Linda explained that the city is going with a 1.6% COLA and 2.0% merit increase in wages for 2019 and wanted the board to decide if they wanted to do the same.

Medo Morcos made a motion to accept the wage increase for 2019 of 1.6% COLA and 2.0% merit. Tyler Darnell seconded and the motion passed.

MLK Day Holiday

Linda informed the board that staff were concerned that since the library is open on MLK day, that may make some people feel we are disrespecting the holiday. Linda asked for the board's opinion on the matter. After some discussion it was decided that the board would think on it and ask others' opinions. It will be discussed further at the next meeting.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, September 24, 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