

**Manhattan Public Library
Regular Meeting of the Board of Trustees
October 29, 2018**

The October 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 Carolyn Elliott, Medo Morcos, Mayor Linda Morse, Elaine Shannon, and Stacy Kohlmeier. Kerry Spencer was absent. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Human Resources Manager Teri Belin and Assistant Director John Pecoraro. Tyler Darnell was absent. Mike Dodson, Mayor Pro Tem was also present.

Public Comment

There was no public comment.

Approval of Minutes

Elaine Shannon moved to approve the September 24, 2018 minutes. Carolyn Elliott seconded and the motion passed.

Financial Statement and Bills

October 2018 expenses:

Tax Fund/General Operations.....	\$ 322,899.81
Tax Fund/Employee Benefits.....	48,783.13
Grants, Fines, Fees, and Interest.....	7,786.36
Endowment Account.....	60,486.18
Capital Improvement.....	0.00

A disbursement check from the city was received and credited in the tax fund. There will be one final disbursement for 2018. There is a new income item named Income Withheld for Bond Obligation. This will be used to show repayments of the bond obligation to the city for the children’s expansion. The amount is deducted from the disbursement checks. The staff development expense was for the Kansas Library Association conference. Some of the building expenses will be reimbursed by the Foundation from remaining children’s expansion funds.

Medo Morcos made a motion to approve the October 2018 financial statements and bills. Elaine Shannon seconded and the motion passed.

Directors Report

Services and Activities

Over 200 children came to Kappa Gamma sorority’s for a “Trunk or Treat” in the library parking lot Sunday, October 21st after closing. KKG gave every child a free book in addition to candy. Women of KKG dressed in a variety of storybook costumes for a fun event. Library staff were present and distributed coupons for a free book for a return visit to the library. Children’s service manager Jennifer Bergen remarked that she saw many families that do not usually attend regular programs.

TALKMHK featured five speakers from the community with 81 attendees and seven people watching via live stream.

The library will be the drop-off location for the 2019 MLK Jr. Art and Writing Contest. Entries will be collected through December 2.

The Polaris software upgrade was completed on October 2. Operation of circulation, public catalogs, cataloging and acquisitions were all back to normal before noon.

Building and Grounds

The library will have an opening celebration for the teen area on the afternoon of November 9th. Teens will pass books (a limited number) from shelves on the first floor to the second floor to commemorate the move. Teens, Board members, Foundation Board members and Friends will be invited to drop by and see the new area. Everything will be in place by that date with the possible exception of one piece of furniture.

The room is currently open for use and there has been a steady number of teens in the space afterschool.

In the last few weeks additional furniture has arrived, the service desks, signage, graphics for the wall and doors, were installed and computers and technology put into place. Some wiring required changes in section the ceiling of the first floor.

After young adult materials are moved upstairs, staff will work on rearranging the first floor and adult fiction.

Staff and Administration

Sandy Wilkerson has accepted the NCKLS youth service consultant position and will begin in January 2019. She is currently serves the same role at the Southeast Kansas Library System.

Health insurance enrollment meetings for library and city employees are being held. In 2019 the cost for both the employee and employer will increase by 5%.

All library employees were eligible for free flu shots through the library's partnership with the City of Manhattan.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

Carolyn went to KLA and she helped run a booth with Friends of Kansas Libraries (FOKL).

Manhattan Library Association

Carolyn encouraged people to volunteer for the book sale being held February 22-24, 2019.

Manhattan Library Foundation

No report.

Directors Review Committee

The committee will meet before the November meeting to prepare the director's performance review summary and recommendation.

Old Business

Parking Lot

John will obtain new quotes in the spring and we will try plan having the parking lot resurfaced between story times when it is not so busy.

MLK Day Holiday

The board discussed keeping the library open on the Martin Luther King holiday and reviewed how other Kansas libraries and government entities observe the day.

After discussing the advantages of keeping the library open as a community gathering place, Carolyn Elliott made a motion to stay open on the MLK holiday. Stacy Kohlmeier seconded and the motion passed.

New Business

Goals Update

Director Linda Knupp said the library's strategic goals are still relevant and will continue to be used in 2019. Assistant Director John Pecoraro reported that the way statistics are collected effected comparisons from 2017 to 2018. He provided explanations for those areas as they appeared on the reports.

Children's Expansion Bond Repayment Schedule

Linda reviewed the handout she received from City Finance Officer Bernie Hayen. The document showed how the payments will be split out over the next ten years.

MPL/NCKL Annual Agreement

Linda explained how the MPL/NCKLS annual agreement works between the two entities and reviewed the shared costs.

Elaine Shannon made a motion to accept the memorandum of agreement with NCKLS. Stacy Kohlmeier seconded and the motion passed.

Reorganization for 2019

Linda gave each board member printed materials that explain the reorganization plan. The board will review the documents and discuss the plan at the November meeting.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, November 26, 2018** at 4:00 p.m. in the boardroom of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp