

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
November 26, 2018**

The November 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 Mike Dodson, Elaine Shannon, Tyler Darnell, 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.

**Public Comment**

There was no public comment.

**Approval of Minutes**

Medo Morcos moved to approve the October 29, 2018 minutes. Carolyn Elliott seconded and the motion passed.

**Financial Statement and Bills**

November 2018 expenses:

Tax Fund/General Operations.....	\$ 192,007.12
Tax Fund/Employee Benefits.....	43,523.86
Grants, Fines, Fees, and Interest.....	13,580.16
Endowment Account.....	85,584.81
Capital Improvement.....	0.00

The utilities budget is overspent. Additional costs will come from other underspent budget items. The employee benefits account shows that NCKLS reimbursed MPL for their portion of workers compensation insurance. NCKLS paid for their space allocation and the reimbursement shows in the in the grants, fines, fees fund. The increased use of credit cards caused us to overspend the credit card processing line item in the grants, fines, fees. The materials line item in grants, fines, fees fund will be spent out by the end of the year. The Foundation will reimburse MPL for the teen project. The reimbursement will be credited to the endowment account.

Elaine Shannon made a motion to approve the November 2018 financial statements and bills. Tyler Darnell seconded and the motion passed.

**Directors Report**

Services and Activities

Total circulation YTD, January 1-October 31:

	<b>2018</b>	<b>2017</b>
Physical	610,671	631,909
Virtual	80,801	67,268
Total	691,372	699,177

2018 YTD total circulation is 1.13% under 2017 YTD.

Regularly scheduled children's programs for the year ended November 16<sup>th</sup>, but there are still several activities scheduled for the holidays and days when school is out. Two hundred copies of "Ten Pigs: An Epic Bath Adventure" were distributed at story times, courtesy of the Manhattan Library Association for Kansas Reads to Preschoolers Week. An additional 100 copies will be distributed to local daycares.

The annual user survey was completed on November 3<sup>rd</sup>. The survey was conducted over a week at the two public entrances to the building. 983 surveys were collected by staff and volunteers.

Three applications were submitted for USD 383's K-LINK grant and partnership opportunities. Grants were submitted by the library and on behalf of MLA and MPL to support the following activities in 2019:

- Books for Babies – to promote early literacy and library use by providing a free book and library information to each child born at the Women's Health and Birthing Center. This project will be supported by MLA volunteers.
- 1,000 Books Before Kindergarten – to promote early childhood literacy.
- 6<sup>th</sup> Grade Field Trip – to bring all 6<sup>th</sup> grade classes in USD 383 to the library to learn about available resources and sign up for summer reading activities.

Outreach activities in this period included staff at the Lights on After School at the Blue Earth Plaza and a presentation of Lynda.com at a graduate student lunch at K-State.

Saturday, December 1, is the 3<sup>rd</sup> annual Food for Fines Day at the library. People can receive a coupon for \$1 off overdue fines, up to \$10 per card, for each item of non-perishable food donated for the Breadbasket.

### Building and Grounds

Work on the 2<sup>nd</sup> floor is largely complete. There are some remaining tasks to finish, including extending lighting on the east side of the young adult book collection and finishing the ceiling over the cubby space on the first floor where wiring and conduit were installed.

The teen zone is fully functional and very popular after school and on weekends. The reception to acknowledge completion included teens and adults in the book brigade to celebrate the new location. Work on rearranging the first floor has begun and will be completed in January. Adult fiction books will be shifted to the east side of the collection area. Middle shelves will be removed to allow light from the windows and tables for study. The *MHS Mentor* featured a nice review of the space, and the article is included in the board packet.

### Staff and Administration

MPL will host a regional meeting of the Research in Public Libraries conference in April 2020. About 75 librarians will attend, most from Kansas. I have been in contact with the Chamber of Commerce for assistance.

Staff will decorate the library for the holidays on November 27. Breakfast will be provided.

Staff training in November included a review of the library's PCI compliance standards and computer security.

A taco bar was provided for lunch and evening staff.

Patron Comments and Service Highlights:

- Gretchen had a dad come in on Saturday asking for books that explain the death of a family cat. She and Jill worked together to find the appropriate books. Wanting to make certain they were the type he needed for his kids, Gretchen took a moment to check-in with him, and inquire what he thought. He was crying as he read and said the books were perfect.
- One of Wandean's patrons is a Big Lakes client. She used the skills she's learned from Wandean to create a list of books and create a little free library at Big Lakes.

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

NCKLS board meeting is Thursday November 29<sup>th</sup>.

Manhattan Library Association

Carolyn encouraged people to volunteer for the book sale being held February 22-24, 2019. She also mentioned that MPL is have their annual food for fines on December 1<sup>st</sup>. She also encouraged people to pick up a bookmark from the winners of the bookmark contest.

Manhattan Library Foundation

No report.

**Directors Review Committee**

New business.

**Old Business**

Reorganization Update

Linda included the organization structure and chart handouts in the meeting packet. Linda explained the new organizational structure.

**New Business**

2<sup>nd</sup> floor remodeling consideration

Linda included quotes on two study/meeting rooms on the second floor. The project will be funded from money left over from the Teen Zone project.

Medo Morcos made a motion to allow staff to move forward with the construction of the two meeting rooms. Carolyn Elliott seconded and the motion passed.

Annual survey

Survey results and patron comments from the annual patron survey were included in the board packets. John reviewed highlights of the survey.

December 2018 meeting

Elaine Shannon made a motion to cancel the December meeting and preapprove the bills for payment. Stacy Kohlmeier seconded and the motion passed.

Director's annual review/ Executive session

At 4:45 p.m., Elaine Shannon made a motion to adjourn into executive session for 60 minutes to discuss the director's evaluation. Carolyn Elliott seconded and the motion passed.

The meeting reconvened at 5:41 p.m. Elaine Shannon made a motion to approve 2018 director's performance review and 2019 salary increase of 1.6% COLA and 2% merit as of January 1<sup>st</sup>, 2019; payment to be split with Manhattan Public Library paying 70% and North Central Kansas Libraries System paying 30%. Carolyn Elliott seconded and the motion passed.

**Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, January 28, 2019** 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