

Manhattan Public Library
Regular Meeting of the Board of Trustees
March 25, 2019

The March 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, Elaine Shannon, Tyler Darnell, Carolyn Elliott and Mayor Mike Dodson. Also present was Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, Associate Director Teri Belin, programming manager Jennifer Bergen, Maddy Ogle PR Coordinator, and Business Manager Jennifer Lund. Kerry Spencer, Medo Morcos, and Stacy Kohlmeier were absent.

Public Comment

No public comment.

Approval of Minutes

Elaine Shannon moved to approve the February 25, 2019 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

March 2019 expenses:

Tax Fund/General Operations.....	\$ 194,163.60
Tax Fund/Employee Benefits.....	50,562.75
Grants, Fines, Fees, and Interest.....	1,693.70
Endowment Account.....	19,015.60
Capital Improvement.....	0.00

Maintenance expenses consisted of the new bottle filler system installed on the water fountain on the first floor, snow removal, and Thermal Comfort repairs. We received the yearly state aid check. Half of the cost for the two new study rooms was paid.

Tyler Darnell made a motion to approve the March 2019 financial statements and bills. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

YTD Circulation statistics (January 1-March 18)

Checkouts	151,405
Check-ins	107,822
Patrons	38,502
Digital Checkouts	22,665 (13% of total)
Total Checkouts	174,070

The visit from former White House photographer and Kansas State alumnus, Pete Souza, was a successful event for the Beach Museum and the library. Every seat in McCain Auditorium was filled for the presentation. The following day, Mr. Souza was scheduled for one hour at the library but stayed about 45 minutes longer to sign books for the 120 people who waited in line.

Applications for teen volunteers are being accepted through April 19th. Each summer, around 25 teens, ages 12 to 17, assist staff with summer reading activities and other tasks. Teens may volunteer throughout the year as well. Staff also met with the Youth Volunteer Corps (with the Flint Hills Volunteer Center) to recruit teens to assist with scheduled technology center drop-ins over the summer. People can drop-in and receive assistance with basic computer use questions.

Two of three vendors that deal with self-check and automated vending systems visited the library to tell us about their products and review the library's needs and requirements. A third vendor visit will be scheduled in the near future.

The library partnered with USD 383 to provide a tour of library services to seven families who are part of the district's Family Tech Talks program. They visited the library for a tour and a review of all of the resources available to them. The parents speak Spanish only and are learning how to use online resources to help their children and themselves be successful. Staff showed the families all of the areas of the library. USD 383 provided interpreters and staff. Jennifer Bergen worked closely with the district to assure a successful visit. Library staff were able explain how to use library resources and welcome the group.

Staff made three presentations this month, one to a K-State English class and two to K-State education classes.

April 7-13 is National Volunteer Appreciation Week. A reception for all library volunteers will be held April 10th prior to the MLA meeting.

Manhattan Library Association

The annual MLA meeting is April 10th, 2019 at 4:00 pm in the auditorium. Marcia Allen, Collection Services Manager, will present "Good Reads for 2019" and share some of the most interesting and notable new book titles. In addition to recognizing honorary members of MLA, there will be a vote to update the bylaws.

Building and Grounds

A water bottle filler was installed on the first floor drinking fountain.

Jayhawk Sprinkler conducted the annual test of the fire sprinkler system on March 13.

TCA replaced belts on exhaust fans and also replaced bearings on one of the west building air handlers (repairs identified during their preventative maintenance check).

Work on the HVAC ducts and lighting to prepare for the 2nd floor study rooms will be completed by the time the DIRRT walls arrive during the week of April 8th.

The pink noise system was installed in the south study area of the 2nd floor.

North Central Kansas Libraries System

The NCKLS Executive Committee meets on Thursday, March 28th to review subcommittee recommendations regarding NCKL grants and 2020 fees for contracting libraries.

Staff and Administration

A new performance management system was launched in March. Supervisors will meet with their direct reports on a regular basis throughout the year to discuss what was done well and identify areas for improvement. Managers and employees work together to establish goals and priorities. An ongoing process of feedback and coaching takes place with the overall goal of enhancing productivity.

I met with Bob Haines, Manhattan Library Foundation president, to review information for the April 16th meeting.

Staff/Patron Comments and Service Highlights:

The Adult Craft Night consistently brings new users to the library. The May craft event has already reached its 20-person limit and has a waiting list. At the conclusion of the Hanging Book Art, three of the participants went to the reference desk and signed up for the TALK series book discussions. Also, the craft night is a terrific social event. Mothers and daughters, grandmothers and grandchildren, husbands and wives have attended and seemed to enjoy the crafts, but maybe more importantly, the interaction this brought to their relationships.

This month, I interacted with a father who was new to the library and who was very excited about the hours we were open. The hours we are open meets his needs as someone who works. He was also excited about the variety of books we have available.

One morning, I watched a 2-year-old come into the Children's Room with his dad. He looked around at the room and said one word: "Idea!" Who knows what exciting idea was forming in his little active brain because of what he saw around him, but that was a goose-bump moment for me. It really epitomizes my biggest hope for kids (and adults for that matter) when they enter our library -- a place to spark their own, unique ideas.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

Meeting on April 18th at 4:00pm to go over the 2020 budget.

Policy and Planning

No report.

North Central Kansas Libraries

The next meeting is Thursday March 28th 2019. Carolyn reported that NCKLS purchased a new book van for delivery.

Manhattan Library Association

Carolyn reported that the annual meeting will be in the auditorium of the library on April 10th. The Spring TALK (Talk About Literature in Kansas) program is underway. The 2019 theme is "A Woman's Place." In March, the discussion was on Zora Neale Hurston's *Their Eyes Were Watching God*.

April's discussion features Amy Tan's book, *The Joy Luck Club*, and the final discussion in May will be about the book, *A Lost Lady* by Willa Cather.

Manhattan Library Foundation

The Foundation's annual meeting will be held on April 16th at 4:00 pm.

Director's Review Committee

No report.

Old Business

There was no old business.

New Business

Finance Committee

The committee will be meeting on April 18th at 4:00pm to go over the 2020 budget.

Summer Reading Program Review

Jennifer Bergen and Maddy Ogle gave a presentation about the coming summer reading program that will be held from June 1st to July 31st of 2019.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, April 29, 2019** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

President Bill Lansdowne

Director Linda Knupp