

Manhattan Public Library
Regular Meeting of the Board of Trustees
April 29, 2019

The April 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, Kerry Spencer, Medo Morcos, and Mayor Mike Dodson. Also present was Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, Associate Director Teri Belin, and Business Operations Manager Jennifer Lund. Stacy Kohlmeier was absent.

Public Comment

No public comment.

Approval of Minutes

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

Financial Statement and Bills

April 2019 expenses:

Tax Fund/General Operations.....	\$ 190,963.53
Tax Fund/Employee Benefits.....	51,491.37
Grants, Fines, Fees, and Interest.....	1,266.31
Endowment Account.....	27,790.72
Capital Improvement.....	0.00

Maintenance expenses in the tax account consisted of snow removal, alarm and sprinkler system annual inspections. Next month there will be a large computer purchase.

Elaine Shannon made a motion to approve the April 2019 financial statements and bills. Carolyn Elliott seconded and the motion passed.

Directors Report

Services and Activities

YTD Circulation statistics (January 1-April 21)

Physical Check-outs 212,978
Physical Check-ins 153,354
Patrons 38,494

Digital Check-outs 31,963 (13.05% of total)
Total Check-outs 244,941

A number of successful events took place over the past month:

Twenty-one people attended a discussion about the “The Handmaid’s Tale,” the novel and its many adaptations. The program was sponsored by the Kansas State Department of English’s Art and Resistance Series.

Kansas State also provided tickets for MPL to distribute to hear Angie Thomas, award-winning author of “The Hate U Give,” give a presentation titled: “Finding your Activism and Turning the Political into the Personal.” The book was selected as the Book Network’s campus read for the past year. The event was also live-streamed in the auditorium of the library.

Storytimes and regularly scheduled children’s programming are on hiatus until June. Staff will visit area schools to promote summer reading, provide tours for 2nd grade classes, and complete plans for the summer activities. Sixth-grade classes have also been invited for a tour of the library before summer, using K-Link Grant funds to provide bus transportation. The first group of sixth-graders was enthusiastic about being able to use the Teen Zone this summer. Staff estimated that 20% of the group had library cards. We hope the visit will encourage them to return with their parents to get a library card and sign up for summer reading.

Even during times between regularly scheduled programs, the children’s room is full of activity. Neighborhood activities currently feature an aquarium of tadpoles, a station where children can write letters to military personnel, simple craft projects, history quizzes, and displays of artwork from area schools

Junior League of the Flint Hills held their annual library card day on April 27. Children from K-6 show their library card to receive a free book, courtesy of the JLFH.

Other programs of particular note included a trivia night on April 12, which was attended by 50 people including families. Teen activities included an “Escape Library” event and tabletop game programs.

Recordings of the presentations from the TALK20MHK event may be found at: <https://www.youtube.com/watch?v=fwk4YGqzA5c>. Seventy-four people attended.

April 7th – 13th was National Library Week and National Volunteer Week. On Wednesday, April 10th, library volunteers were recognized at a reception held in their honor. Volunteers attending ranged in ages from 14 to 97. The MLA annual meeting was held that same day. Roger Brannan, Verlyn Richards, and Gene Laughlin were recognized as honorary members of MLA for their significant contributions to the organization. Marcy Allen provided the program that highlighted several good reads.

Building and Grounds

Installation of the DIRRT walls, HVAC and electrical adjustments were completed April 9th. The rooms have been in constant use.

The city forestry department will remove the dead ash tree located south of the atrium. We will review options to replace the tree and landscape the area.

Carpet in the Groesbeck Room was cleaned using a new process that is cheaper and faster and does not require water. The results were good, and there are plans to clean one floor a year and spot clean as needed.

Bi-annual window cleaning was completed. This included the inside and outside glass.

North Central Kansas Libraries System

The NCKLS annual book fair will be held May 9th.

Manhattan Library Foundation

The annual MLF meeting was held on April 16th. Bob Haines will remain as President, with Brice Hobrock as Vice President. Committee appointments were made and Katie Philp will join the board. The Foundation voted to grant \$4,000 for staff scholarships in 2019 and an additional \$50,000 in 2019 to begin RFID tagging of physical items in the circulating collection to prepare for future self-service options. In 2020, MLF will provide \$150,000 for collections, another \$4,000 for scholarships, and \$10,000 for books to be awarded for prizes or incentives for children's summer reading. Funding for materials and the children's books will come from designated funds. The board is also committed to additional fundraising efforts, and the development committee will meet later this year to explore the feasibility for another capital campaign, annual campaign, and other events.

Staff and Administration

Training on tornado procedures was completed.

Brenna Leahy has been hired as our new Public Relations Assistant. Brenna is a K-State student and has experience at Hale library's public relations department. She will be working 15 hours a week to assist with design and publications.

Temporary staff are being hired to work during the summer months.

The library will participate in the community spring food drive for the Flint Hills Breadbasket during the month of May. Project Manhattan is a month-long food & fund drive to help the organization stock their shelves for the upcoming summer months.

Staff/Patron Comments and Service Highlights:

A father visiting the children's room insisted on contributing to the Friends of the Manhattan Public Library Fund to support children's programs. He said his young son loved coming to Saturday storytime, and his family was very grateful for the chance to learn and practice English.

A patron came in to the library with a copy of the library column from the Mercury to retrieve books reviewed for her son. The column supports readers' advisory efforts.

A "read-a-thon" on the afternoon of April 26th (a day school was out) drew a delightful crowd of children who had the chance to pick a book to read to attendees. The smallest boy around two-years old, knew many lines from Eric Carle's "Brown Bear, Brown Bear" by heart and was able to share his book with the group.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

See new business.

Policy and Planning

See new business.

North Central Kansas Libraries

Carolyn reported that NCKLS will hold their annual book fair on May 9th and everyone is welcome to attend.

Manhattan Library Association

Carolyn reported that the annual MLA meeting was held on April 10th. They awarded honorary memberships to Gene Laughlin, Verlyn Richards, and Roger Brannon. MLA received another \$500 KLINK grant for the Books for Babies program.

Manhattan Library Foundation

The Foundation's annual meeting was held on April 16th. The foundation granted Linda's request for an additional \$54,000 for 2019 and for 2020 granted the library \$164,000. The Foundation is preparing for a campaign to raise money to complete the unfinished part of the second floor and other library facility needs.

Director's Review Committee

No report.

Old Business

There was no old business.

New Business

2020 Budget

The finance committee met on April 18th to review the 2020 library budget. Linda summarized the 2020 budget for the board.

Kerry Spencer moved to tentatively approve the 2020 budget until after its presentation to the city commission. Elaine Shannon seconded and the motion passed.

Policy Revision GOV – 3 Library Board Bylaws

After some discussion, additional changes will be made and presented to the board again at the May meeting.

Election of Officers

Board member were given a proposed slate of 2019-2020 officers.

Tyler Darnell made a motion to accept the proposed slate of officers for 2019-2020 with Elaine Shannon serving president and Kerry Spencer serving as vice-president. Carolyn Elliott seconded and the motion passed.

Committee assignments

Committee Name

Building and Grounds

Legislative

Finance

Policy and Planning

Director's Evaluation

NCKL Representative

MLA Representative

MLF Representative

Members (*denotes chair)

*Tyler Darnell, Jayme-Morris Hardeman, Stacy Kohlmeier

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*Kerry Spencer, Stacy Kohlmeier, Medo Morcos

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*Stacy Kohlmeier, Carolyn Elliott, Medo Morcos

Carolyn Elliott

Carolyn Elliott

Elaine Shannon

Note: The president serves as a member of all standing committees.

Medo Morcos made a motion to accept the new committee assignments. Kerry Spencer seconded and the motion passed.

May meeting date (Memorial Day)

The regularly scheduled May board meeting will fall on the Memorial Day holiday this year. Wednesday May 29th was selected as the alternate date for the May meeting.

Adjournment

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

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp