

Manhattan Public Library
Regular Meeting of the Board of Trustees
October 28, 2019

The October meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Carolyn Elliott, Stacy Kohlmeier, Medo Morcos, Kerry Spencer and Mayor Mike Dodson. Also present were Library Director Linda Knupp, Associate Director Rhonna Hargett, Associate Director Teri Belin, Associate Director John Pecoraro and Business Operations Manager Jennifer Lund. Jayme Morris-Hardeman was absent.

Public Comment

No public comment.

Approval of Minutes

Carolyn Elliott moved to approve the September 30, 2019 minutes. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

October 2019 expenses:

Tax Fund/General Operations.....	\$ 187,766.06
Tax Fund/Employee Benefits.....	53,908.80
Grants, Fines, Fees, and Interest.....	10,356.10
Endowment Account.....	18,745.36
Capital Improvement.....	0.00

A fifth tax distribution payment from the city was received for the tax and employee benefit funds. A final distribution may arrive before the year end. The third quarter of postage to NCKLS and our meeting room software subscription was paid. The invoice for twenty five public address speakers was paid. The speakers replace the old ones and a few locations for speakers were added.

Kerry Spencer made a motion to approve the October 2019 financial statements and bills. Medo Morcos seconded and the motion passed.

Directors Report

Services and Activities

YTD Circulation statistics (January 1-October 20)

Check-outs 574,792
 Check-ins 419,394
 Registered Borrowers 34,816
 Digital Check-outs 89,941 (13.53% of the total)
 Total Check-outs 664,733

Database use 2019 YTD: 12,100 logins/sessions/visits; 75,464 pages views/searches.

Lynda.com use for September: 130 individuals logged in. There are 2,696 registered users. 2019 YTD: 1,062 individuals logged in; 4,540 total logins.

Kansas Reads to Preschoolers week is November 10-16th. The State Library of Kansas takes this time to promote reading to all Kansas children from birth to age five. A copy of this year's book, "I Like Myself," will be given to each family that attends storytime during the week of the event, courtesy of the Manhattan Library Association.

The library will not renew the 2020 subscription to the online learning database Lynda.com. The company was recently purchased by LinkedIn, and impending changes that require users to share personal information for LinkedIn's marketing purposes complicated our values for privacy in use of library resources. At the same time, the number of users didn't justify the price. Staff have reviewed a different product, Knowledge City, which provides online training in some areas of business, compliance, and basic technology use at a substantially lower cost. Access to Knowledge City begins January 2, 2020.

A summary of the activity on Fines Forgiveness Day follows. It was a positive experience for staff and patrons.

- Fines Amnesty: 104 participants; \$1,753.97 waived
- Read Down Your Fines: 71 participants; \$302.25 waived
- 37 patrons cards unblocked
- \$2,056.22 total waived

Jennifer Bergen wrote a particularly nice column for the Mercury in conjunction with September's Library Card Month to highlight the many things that a library card provides. It is online at: <https://www.mhklibrary.org/2019/09/a-day-in-the-virtual-life-of-a-library-card/>

Changes in the library's automated system were completed and in effect as of October 14th. This completes policy changes approved by the board earlier this year. In summary those changes were:

- Loan periods for Blu-rays, video games, DVD's, tablets, and old magazines will increase from 7 days to 14 days.
- All renewable items may be renewed up to 3 times as long as there are no holds.
- The fine limit for checking out is increased from \$5 to \$10.
- The video game loan limit increased from 1 per card to 2 per card.
- The practice of reducing the loan period for books with a high number of holds is discontinued.

Building and Grounds

ThyssenKrupp repaired the west staff elevator. The west public elevator also failed. A part has been ordered for repair.

The annual fire and safety inspection was completed. Lights on several exit signs and emergency lights will be replaced.

The installation of the new PA system will be completed this month. It includes a number of new speakers in areas that were not connected, as well as a better quality speaker so people can understand announcements.

The online help desk system used by IT staff has been expanded to include maintenance requests. Staff can easily request supplies or assistance and the request will be received by assigned staff for clear and timely responses.

Staff and Administration

Accolades for volunteer book-mender Grant Poole continue with a story in the fall issue of Manhattan Magazine. Grant has volunteered at the library for 37 years.

All library staff were eligible to receive free flu shots in conjunction with the City of Manhattan's annual Influenza vaccine clinic this month.

Several staff attended the NCKLS Youth Services Fall Workshop to learn more about STEM programming in libraries. Several staff attended sessions at the annual Kansas Library Association Conference in Overland Park.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

The next board meeting will be December 5th, 2019.

Manhattan Library Association

Carolyn reported the next book talk is December 5th at 2pm. The book sale is February 28th through March 1st. MLA also purchased books for giveaway the week of Kansas Reads to Preschoolers, which is November 10-16.

Manhattan Library Foundation

No report.

Director's Review Committee

This was addressed in the old business portion of the meeting.

New Business

Manhattan Public Library/North Central Kansas Libraries System annual agreement

Linda included a memorandum of understanding between the Manhattan Public Library and North Central Kansas Libraries and explained the expenses for each entity.

Stacy Kohlmeier made a motion to accept the agreement as presented. Kerry Spencer seconded and the motion passed.

Policy Updates

Included in the board packet were the following policies:

Cir-1 Library cards and customer accounts

Cir-2 Loan periods and checkout limits

Cir-5 Fines and Fees
Cus-2 Customer conduct
MNG-9 Displays

John explained briefly the changes to each one.

Stacy Kohlmeier made a motion to pass all policies as presented. Tyler Darnell seconded and the motion passed.

Employee Benefit Fund

Linda explained to the board why the tax fund and employee benefit fund have separate mill levy limits. She explained what the city commission would have to do to combine the funds under one cap.

Old Business

Director's Evaluation

Stacy Kohlmeier made a motion to go into executive session for the purpose of discussing the director's 2020 goals at 4:42pm for 10 minutes ending at 4:52pm. Kerry Spencer seconded and the motion passed.

The meeting reconvened at 4:52. At 4:53pm Elaine Shannon made a motion to extend the executive session for the purpose of discussing the director's 2020 goals until 5:00pm. Kerry Spencer seconded and the motion passed.

The meeting reconvened at 5:00 p.m.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be **Monday, November 25, 2019** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp