

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

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

**Public Comment**

No public comment.

**Approval of Minutes**

Tyler Darnell moved to approve the October 28, 2019 minutes. Stacy Kohlmeier seconded and the motion passed.

**Financial Statement and Bills**

November 2019 expenses:

Tax Fund/General Operations.....	\$ 300,800.03
Tax Fund/Employee Benefits.....	53,411.92
Grants, Fines, Fees, and Interest.....	14,522.09
Endowment Account.....	14,411.98
Capital Improvement.....	0.00

All revenue for 2019 has been received in the tax and employee benefit funds. The materials budget has been spent from the tax fund. This is the second year of payments to the expansion bond payment. The technology equipment budget shows payments for new speakers for the public address system.

Kerry Spencer made a motion to approve the November 2019 financial statements and bills. Tyler Darnell seconded and the motion passed.

**Directors Report**

Services and Activities

YTD Circulation statistics (January 1-November 17)

Checkouts 623,623  
Check-ins 455,286  
Patrons 34,832

Virtual Checkouts 99,166 (13.72% of total)

**Total Checkouts 722,789**

Database use 2019 YTD: 13,450 logins/sessions/visits; 79,011 page views/searches.  
Lynda.com use for October: 106 individuals logged in. There are 2,714 registered users. 2019 YTD: 1,168 individuals logged in; 5,067 total logins.

The annual survey results have been tallied and are in the board packet for review at the meeting. The number of completed returns was high, thanks to a number of volunteers who helped cover the library's hours of operation. The survey is conducted annually in October, a month with a typical level of activity.

The past month was full of productive partnerships that included:

- Trunk or Treat with Kappa Kappa Gamma Sorority
- "Create your Own Story Book," with KSU Mortar Board
- A Transcribe-athon with KSU English Department
- KSU Athletics Storytime
- Family visits and tours with Raising Riley
- Junior League of the Flint Hills Adopt a Family
- USD 383 student art exhibit in the children's room
- Second Sunday Music performance with the Thundering Cats
- League of Women Voters display about the 100th anniversary of the 19th Amendment.

Staff were out and about in the community as well, including an event with the Riley County Genealogical Society, the Boys and Girls Club Fall Festival, a presentation to a local PEO, and the delivery of books to 27 homebound patrons, 3 Enjoy and Share locations, and a daycare.

The schedule of regular programs changes during the holidays, but the November/December program calendar is still full of activities.

North Central Kansas Library System held their annual workshop, Necessary Knowledge, on November 7<sup>th</sup>. Librarians in the regional system attended to learn more about cataloging materials, new titles for the fall, working with challenging patrons, and bedbugs. Bedbug dogs from Wamego were the highlight of the day, demonstrating their ability to smell bedbugs. MPL will review procedures and processes for dealing with suspected infestations.

The bookmark contest winners have been chosen and the bookmarks have arrived. They will be available at the November board meeting.

### **Building and Grounds**

Heartland Alarm completed the annual fire alarm test and all notations from the most recent fire department inspection. Exit and emergency lights have been taken care of.

The new public address system speakers are in operation. Previously there were areas of the building that did not receive messages from the PA system. The new system also allows for pre-recorded messages for different areas of the building at different times. This feature is especially helpful for meeting rooms.

The Otis elevators in the west building are currently under review. At the time of an earlier repair, some additional maintenance was mentioned. Since then, a proposal for replacing the power units for both elevators has been received. I have contacted the building's architect for further direction, and we will obtain more information on the scope of the project.

## **Staff and Administration**

The City of Manhattan presented information regarding 2020 health care insurance and optional packages. The cost of health insurance will increase for the employer and employee. There are three health insurance options to select from, with different changes in each package on either the monthly premium, deductibles, or coinsurance payments.

Several seasonal activities are underway. For many years the community has enjoyed helping decorate a tree in the library with donations of mittens, gloves, and hats. The donations are distributed to local agencies after Christmas. Library users with fines may bring in non-perishable food items for the Flint Hills Breadbasket and receive a coupon for \$1 to waive overdue fines on an account on Saturday, December 7th from 10:00 to 5:00 at the annual Food for Fines event. A maximum of \$10 may be waived.

On Friday evening, December 6th, from 5:00 to 7:00, members of the Board of Trustees, the Foundation, the Manhattan Library Association Boards and Rosie's Corner volunteers are invited to watch the Mayor's Spirit of the Holidays Parade from the second floor shell just off of the auditorium. Invitations are being mailed. The area is unfinished and informal, but warm with a great view of the festivities. We will have coffee, hot chocolate, cookies and chairs. Bring family members or a friend along with non-perishable food items to donate to the Breadbasket in the spirit of the parade.

Staff will be participating in the annual food drive again this year and we will kick off the holidays with the annual staff breakfast on Tuesday, December 3rd.

Public Relations Coordinator Maddy Ogle attended the Library Marketing Communications Conference in St. Louis this month.

Supervisors and managers met in August, September, October, and November to review online training about coaching employees. The training complements the new Check-In performance management system that was adopted in March of this year. There is one final session In December.

Some changes are being made in desk scheduling for public service staff in the Learning and Information Services work unit. Staff are being trained to work at service points in children's, the technology center, the teen zone, and the reference desk.

The library will be closed November 28-29 for Thanksgiving, December 24-25 for Christmas, and January 1 for New Year's. We will also close early at 6:00 PM on New Year's Eve.

## **Committee Reports**

### **Building and Grounds**

See new business.

### **Legislative**

No report.

### **Finance**

No report.

### **Policy and Planning**

No report.

### North Central Kansas Libraries

The next board meeting will be December 5<sup>th</sup>, 2019.

### Manhattan Library Association

Carolyn reported the book sale is February 28<sup>th</sup> through March 1<sup>st</sup>. MLA is also looking for lifetime award recipients.

### Manhattan Library Foundation

No report.

### Director's Review Committee

See new business.

## **New Business**

### Annual survey review

John included the results of the survey in with the packet and summarized the results.

### RFID review

Plans for the Radio-frequency identification were included in the meeting packet. Linda reviewed the details for the board. The plans include purchase of the equipment, tagging of all materials, and a remodel of the circulation area to accommodate the new work flow.

Stacy Kohlmeier made a motion to proceed with phase one of the RFID project including architect services for the remodel. Kerry Spencer seconded and the motion passed.

### December 2019 meeting and preapproval of December bills

Carolyn made a motion not to have a December meeting and to preapprove the December financial statement and bills. Kerry Spencer seconded and the motion passed.

### Elevators repairs on West side of library

John explained that the two elevators on the west side of the library are very old and they need the power units replaced. John included the proposal from Thyssenkrupp with the packet.

Carolyn Elliott made a motion to approve the elevator repair. Stacy Kohlmeier seconded and the motion passed.

### Director's annual review

At 5:15 p.m. Stacy Kohlmeier made a motion to adjourn to executive session for 20 minutes to discuss a personnel matter. Carolyn Elliott seconded and the motion passed.

The meeting reconvened at 5:35 p.m. Kerry Spencer made a motion to approve 2019 director's performance review and 2020 salary increase of 1.6% COLA and a 2% performance increase. The salary cost is split with Manhattan Public Library paying 70% and North Central Kansas Libraries System paying 30%. Stacy Kohlmeier seconded and the motion passed.

## **Adjournment**

There being no further business the meeting was adjourned. The next meeting will be **Monday, January 27, 2020** at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

---

President Elaine Shannon

---

Director Linda Knupp