

**Manhattan Public Library
Regular Meeting of the Board of Trustees
February 24, 2020**

The February meeting of the Manhattan Public Library Board of Trustees was called to order at 4:10 p.m. by President Elaine Shannon. Present were board members Tyler Darnell, Medo Morcos, Carolyn Elliott, and Jayme Morris-Hardeman. Also present were Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, Business Manager Jennifer Lund, and Associate Director Teri Belin. Mayor Usha Reddi, Stacy Kohlmeier, and Kerry Spencer were absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell moved to approve the January 27, 2020 minutes with a correction. Jayme Morris-Hardeman seconded and the motion passed.

Financial Statement and Bills

February 2020 expenses:

Tax Fund/General Operations.....	\$ 218,141.08
Tax Fund/Employee Benefits.....	50,420.93
Grants, Fines, Fees, and Interest.....	2,485.38
Endowment Account.....	6,588.70
Capital Improvement.....	25,471.00

The first tax distribution from the city is reported as income in the tax and employee benefits funds. The speaker fee for staff development day and insurance premiums were paid. We received a payment for the law library for the coming year. The ninth of ten payments for the lighting project was made to the city.

Carolyn Elliott made a motion to approve the February 2020 financial statements and bills. Tyler Darnell seconded and the motion passed.

Directors Report

Services and Activities

Year-to-date Circulation statistics (January 1-February 16, 2020)

Cardholders 34,832
 Checkouts 85,307
 Digital Checkouts 17,959 (17.39% of total)
Total Checkouts 103,266
 Check-ins 59,269

Retrieval of electronic resources 2020 YTD: 3,619 pages views/searches.

Last month it was noted that Ex Libris purchased the vendor of the library's ILS, Polaris. Staff attended a webinar to learn more about the sale and changes. Currently Ex Libris has 49% of the academic library market and 6% of the public library market. With this change, they will grow market share in both areas, including up to 54% of the public library market. Within a few years we expect products and services will move to cloud based hosting.

Installation and implementation of the Unifi Wi-Fi network was completed and included instruction for staff on new login procedures to assist patrons.

Staff have has begun discussion on the project with USD 383 to issue a library card to every student enrolled in the district by fall 2021. School administrators have expressed enthusiasm for the project. There are models in other libraries we can look at, and the date gives us time to figure out how this will work.

In January, 42 programs or events were attended by 1,559 children, birth to 6th grade. Six programs for teens had 61 participants. Eight programs for adults had 62 participants in addition to scheduled times for technology drop in assistance, walk-in questions, and technology assistance appointments.

Program Manager, Jennifer Bergen, has obtained a KLINK grant of \$1,500 from USD 383 to plan and conduct three summer learning events over the summer. Each event will provide a literacy activity, a free book for each child participating, and library card registration. Possible locations are under review including the Farmer's Market, Jardine Hall, and Redbud Estates.

Outreach activities and group tours in January included the following:

Age Group	Outreach	Attendance	# Events
K-6	2nd grade visit	64	1
K-6	Woodrow Wilson Family Night	42	1
Preschool	Group Visit Storytime	13	1
Teen	MHS Outreach	50	2
Teen	Wabaunsee HS Research	33	1
	Total	202	6

Building and Grounds

A leak on the release valve pipe leading from the steam boiler was repaired.

Annual maintenance contracts for the HVAC system and grounds maintenance were signed.

Staff and Administration

RCPD School liaison Officer Hagerty met with Learning and Information Services staff on how to detect and manage teen drug use.

Fifty-three staff member from MPL and NCKLS were able to attend the February 17th Annual Staff Development Day. During the morning, Noel Rasor from KU's Center for Public Management

presented an interactive workshop on “Decision Making in Libraries.” During the afternoon, employees received training on the new scheduling and time keeping software, Zenefits. A test group has used the timekeeping portion of software for a month, and now all of MPL staff will begin use. NCKLS staff will begin use in April, and the scheduling portion of the software is being used by a test group now. The software was purchased to reduce the time spent onboarding new employees, scheduling, and preparing time sheets for payroll.

MLA volunteers are prepared for the annual book sale on February 28th – March 1st. This annual event raises a significant portion of the funds that MLA donates to the library to support programming. The member’s preview night is Friday the 28th, from 5:30-7:30. Saturday hours are 10-4, and Sunday hours are 1-3:30. Ten volunteers sort books throughout the year, and approximately 50 volunteers are involved in preparing for and conducting the sale. PR coordinator, Maddy Ogle, and Book Sale chair, Keri Mills, promoted the sale on KMAN Monday morning, February 17th.

New bookmarks with the library’s 2019 use statistics are available.

MLA graciously donated Rosie’s Corner coupons for supervisors to recognize employees on their employment anniversary dates. Supervisors are also encouraged to write a personal note.

Carol Barta (NCKLS Assistant Director) and I met with the city clerk and the librarian of Ogden to review the process for their library to become a legally established public library according to Kansas law. Doing so would qualify Ogden for several benefits from NCKLS.

I also visited the public library in Cottonwood Falls, Burnley Memorial to visit with new librarian Janet Ayers and attend a story time. An article in the Emporia Gazette highlights the library’s activities and the event at http://www.emporiagazette.com/area_news/article_dc017f2a-4641-11ea-8e5c-c7f8e9ebcd9e.html

Committee Reports

Building and Grounds

No report.

Legislative

Linda sent out an email about the current legislative activity.

Finance

Kerry Spencer will work to set up a committee meeting in April.

Policy and Planning

See new business.

North Central Kansas Libraries

Carolyn reported that NCKLS is doing a great job providing technology grants to system libraries.

Manhattan Library Association

Carolyn reminded everyone that the book sale is this weekend. Also if anyone wants to recommend someone for a lifetime MLA member award to let her know. The Books for Babies bag packing party is March 10 from 12-2pm. All are welcome to come and help out.

Manhattan Library Foundation

The annual meeting is March 24th.

Old Business

RFID update

John reported that the CEO of Envisionware will be in Manhattan to train 15 staff members on March 18th to start tagging materials with RFID tags.

New Business

Circulation policy update

John gave the updated policy for members to review. There were two sentences added to the policy.

Tyler Darnell made a motion to approve the policy changes. Medo Morcos seconded and the motion passed.

Finance Committee meeting in April

Kerry Spencer and Linda Knupp will organize committee members for an April meeting to begin preparing the 2021 budget.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be Monday, March 30, 2020 at 4:00 p.m. in the auditorium of the library.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp