

**Manhattan Public Library
Regular Meeting of the Board of Trustees
March 30, 2020**

The March 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, Kerry Spencer, Stacy Kohlmeier, Carolyn Elliott, Mayor Usha Reddi, 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. Medo Morcos was absent.

Public Comment

No public comment.

Approval of Minutes

See Consent agenda below.

Financial Statement and Bills

March 2020 expenses:

Tax Fund/General Operations.....	\$ 188,365.71
Tax Fund/Employee Benefits.....	52,531.56
Grants, Fines, Fees, and Interest.....	2,065.84
Endowment Account.....	4,574.64
Capital Improvement.....	0.00

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

No report.

North Central Kansas Libraries

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Report

Services and Activities

At this time the library is closed to the public due to the recommendations and actions of local, state and federal health officials. There is no central authority to direct the action of the 300 plus libraries across the state, but each one services as a community gathering space. In addition the closing of schools would increase library traffic in most communities. At this time the message to the public regarding opening is indefinite until more is known in the days ahead.

Use statistics do not appear in this month's report. It is certain that numbers from March and future months will not be comparable to previous reports by any measure.

Varney's and Associates were onsite the first week of March to conduct the annual audit for MPL and NCKLS. Reports will be forthcoming. Normally the MPL board reviews these in April. The NCKLS Executive Committee reviews the report in May.

The library is still able to offer access to thousands of online resources including, books, audio books, films and magazines as well as a number of databases to people who have a library card and Internet access. Expiration dates for cards have been lifted to extend use. Staff are looking at ways to issue temporary e-cards and evaluating increasing limits. This includes the logistics of remote staff assistance, developing parameters for use, and being able to meet usage agreements with vendors. We will shift some funds from print collections to digital collections to expand availability.

Public phone and email messages are checked daily, building checks are made daily, immediate business functions continue. All staff have been exceptional in their response to the fast changing situation. Earlier actions initiated by IT Manager Cody Wassenberg have allowed all staff to communicate efficiently and access work related information at home.

Staff are evaluating ways to offer service and keep people engaged with the library, and developing required skills. This includes seeking ways to offer the summer reading program with no sponsors and perhaps no programs.

Manager will also be looking at service and steps to take to reopen the library including scenarios for different levels of service.

RFID tagging is on hold. We asked the vendor to not travel here for training that was scheduled for March 18th. In addition, the shipping of the tags from Germany is delayed indefinitely.

Tyler Darnell made a motion to approve the consent agenda which consists of the Feb. 24th minutes, March financial statements, committee reports and the director's report. Jayme Morris-Hardeman seconded and the motion passed.

Old Business

New Business

Computer replacement approval

Two quotes were given for a total of 33 new computers for the library. Most of those are for public replacement a few for staff.

Carolyn Elliott made a motion to approve the purchase of new computers per the quotes given. Tyler Darnell seconded and the motion passed.

Contingency Options

Linda presented an outline for our contingency operations recommendation through the COVID_19 pandemic.

Kerry Spencer made a motion to approve the contingency operations recommendation outline Linda presented. Tyler Darnell seconded and the motion passed.

Finance Committee meeting scheduled for April 13th at 4:00pm

This meeting is cancelled. Linda will email out possible dates to meet when she gets more information on the budgeting time line.

Next board meeting scheduled for April 27th

This meeting is cancelled and the board preapproved paying of bills in the contingency options.

Adjournment

There being no further business the meeting was adjourned. The next meeting will be Monday, May 18, 2020 at 4:00 p.m. via zoom meeting.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp