

**Manhattan Public Library
Regular Meeting of the Board of Trustees
May 18, 2020**

Due to the COVID-19 pandemic the regular April Manhattan Public Library Board of Trustees meeting was postponed to this date. This meeting was called to order at 4:00 p.m. by President Elaine Shannon via Zoom. Present were board members Tyler Darnell, Carolyn Elliott, Stacy Kohlmeier, Medo Morcos, Kerry Spencer, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Associate Director John Pecoraro, Associate Director Rhonna Hargett, Business Manager Jennifer Lund, and Associate Director Teri Belin. Jayme Morris-Hardeman was absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the March 30, 2020 minutes as presented. Kerry Spencer seconded and the motion passed.

Financial Statement and Bills

April 2020 expenses:

Tax Fund/General Operations.....	\$ 265,983.18
Tax Fund/Employee Benefits.....	53,828.99
Grants, Fines, Fees, and Interest.....	(850.20)
Endowment Account.....	18,094.74
Capital Improvement.....	0.00

A tax disbursement for the employee benefits fund was received. Notable expenses were for new replacement computers. A credit in furniture line was due to a paper folding machine that was returned. We received a \$10,000 gift from the Jack Goldstein Trust and used it to pay for a Lynda.com subscription.

Tyler Darnell made a motion to approve the April financial statements as presented. Kerry Spencer seconded and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

Kerry Spencer noted that they met on May 13th on the proposed budget for 2021, this committee will also meet directly after this meeting.

Policy and Planning

There will be a policy and planning meeting Friday, May 22, 2020 via Zoom to review the circulation policy that will contain information for elimination of overdue fines.

North Central Kansas Libraries

Carolyn Elliott made a note that the NCKLS executive meeting is Thursday, May 28th.

Manhattan Library Association

No report.

Manhattan Library Foundation

Teri Belin noted that the Foundation awarded \$600 scholarships to three staff members who are pursuing their MLS degrees.

Director’s Report

Services and Activities

Traditional library activity has been halted during the closure, but service to the public continues. To date, 170 e-Cards have been issued to Manhattan residents. Staff are able to review and approve the cards from home or the library and grant access to the outstanding number of digital and online resources the library provides. The list of resources may be found at <https://www.mhklibrary.org/home/online-resources/>. New online training and learning resources were added during this time, Creative Bug and Lynda.com. The 1998 Jack Goldstein Charitable Trust provided funding for Lynda.com. The growth in digital use this year shows a significant increase in the resources where use is counted as a “checkout.”

Digital Use January-April 2019-2020

Service	2020 Use Jan-April	2019 Use Jan-April	Increase in Use
Sunflower eLibrary	34,172	23,045	48.28%
Hoopla	15,121	11,389	32.77%
Kanopy	1,905	-	-
Flipster	1,119	532	110.34%
TOTAL	52,317	34,966	49.62%

Total Users	2020 Users Jan-April	2019 Users Jan-April	Increase in Users
Sunflower eLibrary	6,337	4,582	38.30%
Hoopla	4,962	3,923	26.48%

Total New Users	2020 New Users Jan-April	2019 New Users Jan-April	Increase in New Users
Sunflower eLibrary	552	291	90.03%
Hoopla	577	396	45.71%
TOTAL	1,130	687	64.48%

Staff continue to answer questions from patrons via email and chat during this time. Other work has included creating e-newsletters featuring digital resources and compiling lists of free resources to entertain and inform patrons.

Program activity and planning in this period includes:

- Five pre-recorded online story times that were released every Thursday in April These are available on the library's YouTube channel at <https://www.youtube.com/channel/UC3K0LmpguR1Kg3K8VxpAYGg/featured>
- A live Zoom program on using the library's digital resources presented by Zoom to residents of Meadowlark Hills
- A Facebook live program on using the library from home, in cooperation with the UCC church
- A recorded tour and photos of the current art display of Meadowlark Hills residents' art on Facebook
- The development of summer programming includes:
 - Eight pre-recorded story times and eight pre-recorded clubs for grade-school-aged children for release in June
 - Three online teen programs
 - Two Zoom "Book Chat" programs
 - Zoom programs in cooperation with Humanities Kansas to rescheduled cancelled spring book discussion programs
 - Online sign up for Summer Reading beginning May 18th.
 - Summer Reading BINGO activities
 - Summer Reading prize distribution by appointment
 - Pop-up Library book giveaways for pre-K to 5th graders at 3 locations, courtesy of \$1,500 from USD 383's KLINK Grant
 - Pop-up Library book giveaways for teens in grades 6 to 12, courtesy of \$3,250 from USD 383's KLINK Grant

USD 383 also granted an additional \$1,500 to continue the "Books for Babies" program.

Building and Grounds

- City forestry department trimmed a tree at the Houston Street entrance to the parking lot
- Thermal Comfort replaced a condensation pump motor on the steam boiler
- They also replaced a few worn belts discovered during the preventative maintenance check
- Economy Electric replaced 3 outside light fixtures with LED lights
- Blueville Nursery turned on the sprinkler system and put plants in the outside planters
- At this time, we plan to leave the fountain off for the summer. People often play in the water and even drink from it.

NCKLS

NCKLS activity has shifted but continues. The annual Book Fair, scheduled for May 7, proceeded as planned on Zoom.

There have been several Zoom meetings with member librarians to discuss their concerns and plans for summer reading. Forty-seven librarians attended a Zoom meeting the day after Governor Kelly's plan was released to discuss plans for re-opening. I presented an outline of MPL's approach for their consideration.

Many of the libraries had difficulty obtaining supplies during this time. Staff obtained a large volume of hand sanitizer from a distillery in Ottawa, Kansas and gloves to distribute starter kits to member libraries since most have or are resuming circulation of materials.

The NCKLS Executive Committee meets on May 28.

Administration

The library's plan for resuming services in levels that correspond to phases in "Ad Astra, A Plan for Reopening Kansas" was reviewed by the Riley County Health Department (RCHD). RCHD responded, "Thank you for sharing your plan. It is very well thought out, and I agree with the modifications you have made to keep people safe. Please continue to stay in touch and don't hesitate to ask questions throughout this process! We will keep you informed of any changes along the way."

The plan was first shared with all managers and supervisors for comment, then the board, and finally all staff at a Zoom meeting to prepare everyone for resuming work according to the levels in the plan. The staff-wide Zoom meeting was followed by a number of department meetings to provide instructions specific to each work unit.

The plan provides the basis to modify services, reorganize physical space, and ensure social distancing for public and staff safety as the current situation improves or declines in the region. Some decisions, such as no in-person summer programs, had to be made earlier based on the information at the time decisions were made in order to effectively allocate staff time and resources. Meeting rooms by outside organizations pose a challenge for cleaning between uses. The space may be needed for book quarantine, program production, and staff workspace, and will not be available for outside use at least through August 31st.

The most requested service during this time has been for physical books, and plans are underway for "carryout" in the safest way possible with logistics to make it feasible. Unlike carryout food, books are returned, checked out, and returned, again and again. Turnaround will not be as quick. Current CDC guidelines indicate the COVID-19 virus can live on plastic for 72 hours, so items will be quarantined when returned before being checked in. We hope to hear more from a current study under review through the Institute of Museums and Library Services in cooperation with Battelle Labs to specifically test library materials.

All of these activities are new and have taken time, creativity, and collaboration to figure out. It will take all staff to implement them. In addition to carrying out regular work to maintain administrative activity, communication, facility maintenance, IT functions, and materials selection, staff have been busier than ever. The Directors, IT, PR, and managers have spent a great deal of time planning and preparing to resume traditional services in new ways with safety procedures and precautions. Staff have attended numerous webinars to assist with the library's planning and response, particularly those related to new laws put in place in response to the pandemic.

Staff are ready to return to work in the building. Work at home options, when feasible, will be permitted. Hiring for vacant and temporary summer positions has stopped, and volunteers will not be used for the foreseeable future.

Old Business

There was no old business.

New Business

Plan for Resuming Services review (previously emailed)

The board gave their approval of the plan put in place for resuming services and authorized Linda to continue to make adjustments as she sees is necessary.

Operating contingencies for 2020

Linda provided details for responding to COVID restrictions through the end of this year.

Proposals

Overdue fine policy

Linda proposed eliminating charge overdue fines and reviewed how that would impact operations and the budget. The board agreed to review rewritten policies at the next meeting.

RFID – self check stations

Linda reviewed a quote from Envisionware for self-check stations that will support the circulation process and elimination of fines. The equipment would be purchased this year from capital improvement funds.

Stacey Kohlmeier made a motion to approve the purchase for the quoted price. Carolyn Elliott seconded and the motion passed.

Adjournment

There being no further business the meeting was adjourned. A special meeting will take place Monday, June 1, 2020 via Zoom to approve the 2021 budget. The next regular meeting will be Monday, June 29, 2020 via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp