

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
June 29, 2020**

The June meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon via Zoom. Present were board members Jayme Morris-Hardeman, 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, Associate Director Teri Belin, Programming manager Jennifer Bergen, and guest Eric Kientz from Varney & Associates. Tyler Darnell was absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Stacy Kohlmeier made a motion to approve the May 18<sup>th</sup> and June 1<sup>st</sup> minutes as presented. Kerry Spencer seconded and the motion passed.

**Financial Statement and Bills**

May 2020 expenses:

Tax Fund/General Operations.....	\$ 189,813.73
Tax Fund/Employee Benefits.....	51,549.58
Grants, Fines, Fees, and Interest.....	777.46
Endowment Account.....	11,408.07
Capital Improvement.....	0.00

Linda noted that there have been a lot of COVID-19 expenses. The annual elevator maintenance contract was paid. KLINK pop up library grants were awarded to the library for children's programs. Purchases were made for the RFID project.

June 2020 expenses:

Tax Fund/General Operations.....	\$ 214,295.28
Tax Fund/Employee Benefits.....	57,300.16
Grants, Fines, Fees, and Interest.....	4,730.31
Endowment Account.....	12,017.16
Capital Improvement.....	0.00

Tax disbursements for the general and employee benefits funds were received. A postage reimbursement from MLA was made. The worker's comp. premium was paid. The worker's compensation audit will be performed in July. Depending on the outcome of the audit, additional premiums might need to be paid. Summer reading prize books were purchased.

Jayme Morris-Hardeman made a motion to approve the May & June financial statements as presented. Medo Morcos seconded and the motion passed.

### **Committee Reports**

#### Building and Grounds

No report.

#### Legislative

No report.

#### Finance

No report.

#### Policy and Planning

See new business.

#### North Central Kansas Libraries

Carolyn Elliott said that NCKLS will have their annual meeting via Zoom on Aug. 6<sup>th</sup>.

#### Manhattan Library Association

Carolyn Elliott said that MLA will have a special Zoom meeting on Wednesday July 1<sup>st</sup> to see how everyone is doing.

#### Manhattan Library Foundation

No report.

### **Director's Report**

#### Statistics

**March 15-June 21, 2020:     March 15 – June 21, 2019**

**Physical Circulation 12,038                          193,558**

Checkins                                  24,524                                  139,551

Registered Borrowers 34,006

#### **Digital Circulation:**

Sunflower eLibrary    34,503                                  19,154

Hoopla                                  13,917                                  9,362

Kanopy                                  2,225                                  0

Flipster                                  629                                  398

**Total                                  51,274                                  28,914**

**Database Use                          15,520                                  16,741**

#### **Library Carryout Statistics:**

Holds Placed                          8,458                                  21,047

Appointments                          2,319

**Library Cards Issued:                  459                                  1,439**

## Services and Activity

### Summer Reading

	<b>Signed Up</b>	<b>Met 1st Goal</b>	<b>Met 2<sup>nd</sup> Goal</b>
<b>Children</b>	721	112	27
<b>Teens</b>	127	15	10
<b>Adults</b>	363	34	15

Patrons may determine their own reading goal this summer. Children and adults are exceeding last year's goal of 400 minutes with an average for 550 for children and 1,000 for adults. This has turned out to be a great way to be inclusive to reluctant readers and also allow a challenge for the voracious readers.

### Online Programs & Outreach

<b>Program</b>	<b>Date</b>	<b># of Events</b>	<b>Attendance</b>
Online Storytimes - April	April	4	589
Meadowlark Parkinson's Group (Zoom)	April	1	22
Pop-Up Book Giveaway – Farmers' Market (Zoom)	May	1	324
First Congregational UCC (Zoom/Facebook Live)	May	1	44
Book Talk w/Manhattan Book Club (Zoom)	May	1	21
Online Storytimes	June	4	Numbers available July 1
Online Clubs (K-6)	June	4	Numbers available July 1
Teen Programs Online	June	2	6
Book Chat Online (Adult)	June	1	5

### Public Access to Technology

There have been over 300 PC reservations since the computer lab reopened June 1<sup>st</sup>. Tech Assistance - The technology trainer has been able to help patrons during the shutdown and with limited access. This includes instruction and assistance by phone, using Zoom and some in-person assistance with masks, careful distancing and projecting the computer screen so both the trainer and patron can see the screen and work together.

### Serving Adult Readers

After consultation with Manhattan retirement facilities, library staff were able to deliver 132 items to 25 homebound patrons on June 10<sup>th</sup>.

### **Facilities**

- Economy Electric installed light fixtures in rotating books area. They also replaced several parking lot lights which were still under warranty.
- Jayhawk Sprinkler tested backflow preventer on fire sprinkler system. (passed)
- Blueville Nursery filled planters around the library and filled in a sunken section of sidewalk between the library and the church.
- Schurles replaced the water softener for the steam boiler.
- Thermal Comfort inspected additional pipes in NCKLS where there have been leaks.

### **IT Support**

- IT staff set up and supported remote access to email, the Loop, Unity, My Cloud, the HelpDesk, and Zenefits for staff working from home. These systems are used internally as well and are more critical than ever.
- IT set up an appointments website and landing page for Library Carryout and made changes to circulation rules in Polaris.
- IT staff worked with Collections to provide remote access to databases originally limited to on-site use only.
- IT set up and participated in RFID tagging training. The vendor provided remote training on June 22<sup>nd</sup>. Collection services and circulation staff attended training sessions and tagging the collection will begin.

### **NCKLS**

The NCKLS annual plan of service and 2021 budget were approved at the Executive Committee on May 28<sup>th</sup> and by the State Library of Kansas Board on June 12. Both of these presentations were made via Zoom. I am working with NCKLS staff to prepare for the annual meeting of the System Board using Zoom. The board consists of more than 60 members and we must ensure it meets KOMA requirements and allows full participation to vote on the annual plan and budget.

### **Administration**

The library is into a third phase of reopening. Initial reports from Battelle Labs indicate the COVID-19 virus is undetectable on most library materials after three days. Details are available at <https://www.webjunction.org/news/webjunction/test1-results.html>

Publicity through signage, the Mercury (advertisement, press release, and library column), local media, social media and the library's website has been widely distributed.

### **Old Business**

There was no old business.

## **New Business**

### **Annual audit report**

Eric Kientz reviewed the 2019 financial audit. There were no known or suspected fraudulent activity. A copy of the audit was provided to each board member. The auditor thanked the director and business manager for their cooperation in the process and noted that financial records are well-kept.

Kerry Spencer made a motion to accept the 2019 audit as presented. Jayme Morris-Hardeman seconded and the motion passed.

### **Library Services Review and Updates**

Services are modified as a result of the COVID pandemic and Linda reviewed the services for the board.

### **Conduct Policy-COVID-19 Response**

The board was given a copy of the Conduct Policy with the proposed changes.

Stacy Kohlmeier made a motion to accept the policy with the changes made. Medo Morcos seconded and the motion passed.

### **July meeting**

Board members agreed that a July meeting was needed so the board can stay informed of how the pandemic is affecting library services. They agreed to meet via Zoom on July 27<sup>th</sup> at 4:00 p.m.

## **Adjournment**

There being no further business the meeting was adjourned. The next regular meeting will be Monday, July 27, 2020 via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp