

**Manhattan Public Library
Regular Meeting of the Board of Trustees
July 27, 2020**

The July 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, Medo Morcos, Stacy Kohlmeier, Tyler Darnell, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Director Teri Belin. Kerry Spencer was absent.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris Hardeman made a motion to approve the June 29th minutes as presented. Medo Morcos seconded and the motion passed.

Financial Statement and Bills

July 2020 expenses:

Tax Fund/General Operations.....	\$ 245,708.18
Tax Fund/Employee Benefits.....	52,225.47
Grants, Fines, Fees, and Interest.....	1,547.16
Endowment Account.....	7,994.94
Capital Improvement.....	0.00

Maintenance is purchasing COVID supplies to keep up with demand. An outside sprinkler head was repaired. The annual Polaris maintenance contract was renewed. The renewal dates for property and workers’ compensation insurance policies were adjusted so that they fall in the same month. As a result, the premium shown in this month’s report is higher. This will level out next year. An NCKLS grant of \$7,000 was provided for materials.

Carolyn Elliott made a motion to approve the July 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. 6th.

Manhattan Library Association

Carolyn Elliott mentioned that MLA had a Zoom meeting to touch base and check on one another.

Manhattan Library Foundation

No report.

Director’s Report

Library use for March 15-July 19, 2020 compared with March 15-Jul 19, 2019, and year to date 2020:

	Mar 15-Jul 19, 2020	Mar 15-Jul 19, 2019	YTD Jan 1-Jul 19, 2020
Physical Circulation	26,445	254,706	163,424
Sunflower eLibrary	44,196	25,385	62,285
Hoopla	17,305	12,513	25,650
Kanopy	3,075	0	3,972
Flipster	868	505	1,319
Total Virtual	65,444	38,403	93,226
Total Circulation	91,889	293,109	256,650
Library Cards Issued	605	1,875	1,655

- Database use: 21,687 views, uses
- Library carryout statistics: (May 18-June 27): 13,050 items checked out during the time of this service
- Holds placed on physical items: 10,109
- Appointments for computer use: 2,935
- Requests for purchase in the past month: 142 items. Requests filled in the past month: 121 items

Monthly Goals Progress Report
(Attached)

Programs and Services

Summer Reading Activity to date:

- Children – 888 registered
- Teens – 155 registered
- Adults – 452 registered

Summer reading will be extended to the end of August. Kathy Pauls, volunteer at the Riley County Jail, worked with library staff to extend the summer reading program to include participation from inmates. RCPD noted the effort on their Facebook page.

Program Activity

- 8 storytime videos released - 315 views
- Juneteenth Peace & Unity Storytime –77 views
- 8 elementary club videos released - 192 views
- Teen Zone Online – 2 attended
- TLAB Online – 4 attended
- Adult Book Chat Online – 10 attended
- 1000 Books before Kindergarten - 12 new registrations
- We've had outstanding success with the make & take craft bags that go along with some of our online children's events. We distributed supplies for 275 Unicorn Slime kits.
- We will be doing all fall programs online, except outdoor story-walks and book giveaways. We will be introducing two passive programs (which can be done anytime): teen bibliocaching and a downtown architectural scavenger hunt for all ages.
- Redbud Estates pop-up library and book giveaway– 208 attended and received books.
- Middle school pop-up and book giveaway at MPL – over 200 kids received books.

Tech Center Use – 617 PC sessions since June 1.

Tech Training – Wandean had 10 appointments over the phone and 10 unscheduled patrons whom she was able to help.

Readers' Advisory - For patrons who aren't confident with the catalog, staff have packaged genre book bundles and created personalized reading lists. 21 personalized reading lists were created, and 80 book bundles were checked out during the first 2 weeks of July.

Homebound Services – Delivered 132 items to 25 patrons in June. A cancer patient who must quarantine at home expressed gratitude for the service.

Circulation and Collections

To date, 17,482 items in the collection have been tagged with RFID chips to prepare for improved self-check service. Mike Helget built a 3-tag dispenser to make the process more efficient based on a model designed by Marlene Moorman in collection services.

The most recent update from the Reopening Archives, Libraries, and Museums (REALM) research study indicates that COVID-19 is not detectable on children's board books, magazines, and items with glossy surfaces. This will extend the period of time that returned library items are not available to be checked out with a 4-day quarantine. Previous studies show that the virus does not live on Mylar jackets past 3 days. The study may be reviewed at

<https://www.webjunction.org/news/webjunction/test2-results.html>

Full text of articles from a number of Kansas newspapers have been added to the library's Newsbank subscription, including the Kansas City Star, The Wichita Eagle, and the Topeka Capitol Journal. All are free online with a Manhattan Public Library card.

Facilities

- Thermal Comfort made repairs to one of the steam boiler pumps and one of the rooftop units. Thermal Comfort also replaced the battery in the JACE controller that enables maintenance staff to monitor HVAC systems online.
- Blueville trimmed hedges and performed general cleanup of the beds in the parking lot and around the library. Blueville also removed trees damaged in a recent storm.
- We are continuing to monitor cleaning and disinfecting supplies and personal protective equipment.
- In the past 30 days, maintenance has opened 65 helpdesk tickets and closed 103 tickets.

IT activity

- Since the library closed in March, IT has had 202 new tickets and closed 340.
- We are working with other departments to prepare for reopening, including the carryout service, changing parameters in Polaris, and setting up the new holds pickup desks.
- We purchased and set up video recording equipment and trained programming staff to use.
- We are planning to implement Wi-Fi access in the parking lot by the end of summer.

Administration

Overall, public response to current library services has been positive. People appreciate being able to check out items, view online programs for children, and receive free books and craft items. Most are happy to be able to use public computers as needed, but for some users, it is frustrating, and reactions reflect the situation at hand.

Public information about current services and activities has been featured on the website and social media, through the library's email newsletter, through WIBW and KMAN, as well as on signage. Response to "No More Fines" at the library has been overwhelmingly popular with 77 shares on Facebook. One community member wrote, "Every year [Alison](#) and I donate to become 'Friends of the Library.' In part because it gets us in the door of the yearly book sale a day early (okay, okay, in LARGE part because of the early entry), but also because we really believe in the work of our local library. I'm so pleased to see their decision to become fine free for late returns. I get the logic behind overdue fines — creates a little accountability, encourages on-time returns, boosts the budget a bit — but they can also create barriers to some people who need the library's resources the most. Getting rid of late fees is a tremendous kindness to our whole community. However, it also means there is a new opportunity for those who are able to step up and support our library. Want to look into that? Check out this link: <https://www.mhklibrary.org/h.../manhattan-library-association/>

The "Warriors Wear Masks" and RCHD super heroes with masks buttons are available to library patrons in the atrium, and customers have been taking them.

I have been in touch with Tami Robison at the county. The library is on the contact list for distribution of SPARK funds after the initial distribution to the city, county, university and school district.

State libraries are distributing Federal CARES funds as allocated by the Institute of Museums and Library Services. The State Library of Kansas initially distributed funds for summer reading software for libraries that did not previously have it. In the current round, Manhattan Public will receive \$1,000 to help mitigate the impact that COVID-19 has had on services. After this distribution, it appears funds will be distributed through the regional library systems. NCKLS will need to be prepared to administer a sub grant.

I met with several of the Manhattan Library Association members and book sorters on Zoom to touch base. I hope to be able to carve out some time to continue to keep this wonderful group of supporters active and to think of alternate ways they can support the library, with online book sales, sidewalk sales, and online activities. We may need to find a way to provide space for them to continue to operate in some capacity that is outside the basement.

Meeting rooms have been made available for two critical civic functions: training for census workers and for primary voting. Election officers reviewed the option to set up in the story time room and will use that space for the primary, which will reduce the need for traffic control in the library.

I recommend the library continue to provide the current services offered by the library until public school starts in September and then evaluate next steps at the August board meeting. At that time, we will know more about the impact that returning K-State students will have on the community, the spread of COVID-19, and a better idea of the choices parents will be making for students enrolled K-12 classes for the 2020-2021 school year.

The physical building will not be the focus of service for some time if it is not feasible for people to use the space to hang out, study or gather for meetings or programs. At this time, we are probably looking at the rest of 2020 and early 2021 for modifications in services. Spaces will need to be rearranged and repurposed. Collections, methods of access to items in the collection, computer and Wi-Fi access, staff assistance, and more contactless options to deliver items will need additional consideration and support.

Old Business

There was no old business.

New Business

Library Services Review and Updates

The meeting packet included a list of our current services and the services and activities that could be made later this year in response to the COVID-19 pandemic. We will continue to maintain the current activity, and Linda asked the board to think about the next steps and later, and we will continue to discuss at future meetings.

Unattended Children Policy

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

Tyler Darnell made a motion to accept the policy with the changes made. Carolyn Elliott seconded, and the motion passed.

Mid-year Director's Goals Update

Linda provided the board with a list of her goals and the progress made on each one. Goals 3 & 4 will be deferred until next year.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, August 31, 2020, via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp