

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
August 31, 2020**

The August 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, Medo Morcos, Stacy Kohlmeier, Tyler Darnell, Kerry Spencer, Carolyn Elliott, and Mayor Usha Reddi. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, Associate Director Teri Belin, Associate Director Rhonna Hargett, and Associate Director John Pecoraro.

**Public Comment**

No public comment.

**Approval of Minutes**

Jayme Morris Hardeman made a motion to approve the July 27<sup>th</sup> minutes as presented. Tyler Darnell seconded and the motion passed.

**Financial Statement and Bills**

August 2020 expenses:

Tax Fund/General Operations.....	\$ 188,026.16
Tax Fund/Employee Benefits.....	51,033.74
Grants, Fines, Fees, and Interest.....	5,732.83
Endowment Account.....	5,768.27
Capital Improvement.....	0.00

Property, liability, and worker’s compensation insurance premiums were paid and are slightly larger than normal. This is due to a realignment of the policies’ renewal dates so that they are all renewed in the same month. NCKLS’s portion of worker’s compensation insurance was received and the annual copier maintenance contract was paid. We will receive our funds from the Foundation soon.

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

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

Met on August 20<sup>th</sup>. See new business.

North Central Kansas Libraries

No Report.

Manhattan Library Association

No Report.

Manhattan Library Foundation

No report.

**Director’s Report**

Statistics for Mar 15-Aug 23, 2020 compared with Mar 15-Aug 23, 2019, and Year to Date 2020:

	<b>Mar 15-Aug 23, 2020</b>	<b>Mar 15-Aug 23, 2019</b>	<b>YTD Jan 1-Aug 23, 2020</b>
<b>Physical Circulation</b>	<b>48,109</b>	<b>323,818</b>	<b>185,088</b>
Sunflower eLibrary	56,384	33,053	74,473
Hoopla	21,303	16,135	29,648
Kanopy	3,883	0	4,780
Flipster	868	759	1,319
<b>Total Digital</b>	<b>82,438</b>	<b>49,947</b>	<b>110,220</b>
<b>Total Circulation</b>	<b>130,547</b>	<b>373,765</b>	<b>293,308</b>
Library Cards Issued	915	2,455	1,965

Database Use

29,183 views/uses

Collections and Circulation Activity

The library’s primary book supplier, Baker and Taylor, is experiencing delays in filling orders. Their operation may be impacted throughout the fall with new releases. Patrons may experience delays in receiving holds due to a number of reasons, including backorders and backlogs, as well as the library’s quarantine period.

- 62,539 items tagged to date for the RFID project (about 1/3 of the collection)
- 159 purchase requests were filled

Programs and Services

Summer reading was extended to August 23<sup>rd</sup> – an additional 126 individuals signed up since last month

- Children – 976 registered
- Teens – 164 registered
- Adults – 481 registered

While traditional programs are indefinitely suspended, staff continue to develop ways to engage all ages in programs, both off-site and online.

- Fairy Tale Science Craft Giveaway – 250 kits
- Fairy Tale Science program online – 60 views
- Unicorn Craft Giveaway – 200 kits
- Unicorn Party online – 102 views
- PreK Storytime Craft Giveaway – 11 kits
- Pop-up book giveaway at the library – 302 kits
- Pop-up book giveaway at Hillside USD 383 lunch site – 19 books
- Pop-up book giveaway at Colonial Gardens and Riverchase lunch sites – 29 books
- Humanities Kansas Book Discussion – 10 attendees

Books for Babies and 1,000 Books before Kindergarten programs continue to be funded with KLINK grants. New parents may pick up books at the library since the birthing center is unable to take the kits at this time. Popular teen activities in July included two pop-up book giveaways. Thanks to KLINK funds, 263 books were distributed to teens. 500 books were distributed at the MHS graduation and the activity was featured on Facebook and WIBW. An additional popular teen activity has been Bibliocaching in various areas of town.

Staff continue to create book bundles of items of a similar genre or subject that patrons may check-out in lieu of browsing the stacks. 111 bundles were checked out in July. 32 personalized reading lists were created. Patrons may still browse online and place holds for pick up. 237 book bundles were checked out in July. 689 appointments were made to use public computers.

### Facilities

- The steam boiler in the west basement was opened for inspection, and it will pass with some additional cleaning and maintenance.
- John is obtaining quotes and information for preventative elevator maintenance in 2021.
- Annual fire extinguisher maintenance was completed.
- The city of Manhattan updated staff on impending work on the storm sewer and streets around the library as early as this week. 6<sup>th</sup> street between Poyntz and Houston may be closed for 3 to 6 weeks. Deliveries, trash, the NCKLS Book van, and foot traffic from Colony Square parking lot will need to be re-routed.
- Bowman, Bowman Novick is preparing a final design and cost estimate to remodel the circulation area.
- We met with Thermal Comfort to discuss options for improving ventilation throughout the building and to obtain recommendations for improving air quality. Replacing the current JACE system (Java Application Control System) will allow staff and TC to set periods when dampers and fresh air intakes are scheduled to open and the system shuts down. TC will provide a quote for the replacement. In addition, high-quality portable air-purifiers are options to filter particles from the air in areas. TC will provide recommendations as well.
- Parsons Communication will begin work to extend WiFi into the parking lot the week of August 31<sup>st</sup>, adding another service for public use.

## Administration

The annual meeting of the North Central Kansas Libraries System Board was held August 6<sup>th</sup> on Zoom. Sixty-five members voted to pass the 2021 plan of service and budget. Officers for the executive committee of the board were elected. Lori Goetsch presented a program on the recovery efforts at Hale Library.

Managers will complete feedback forms in September to start off the director's evaluation process. At the September meeting, Teri will provide the board with a timeline of the process that concludes at the November board meeting.

### Coming in September:

- National Library Card Sign-Up Month
- Bookmark Contest
- StoryWalk Downtown
- Downtown Architecture Scavenger Hunt
- Teen Bibliocaching continues
- Humanities Kansas TALK Book Discussion Series: The Good Earth by Pearl Buck
- Online storytimes and take and make crafts continue

MPL is listed on the MHK Safe and Open Campaign web site, located at <https://www.mhksafeandopen.org/>. Businesses and organizations are invited to take a pledge to assure customers that practices are in place to protect against COVID-19 infections. The pledge is designed to help instill consumer confidence and empower businesses and consumers to look out for themselves by taking basic, but critical, steps to protect one another other during COVID-19 and help keep Manhattan open for business. Making the MHK Safe & Open pledge means businesses are committing to the latest safety guidelines, including:

- Promoting social distancing
- Wearing face coverings
- Cleaning surfaces
- Washing and sanitizing hands

We are working with our employee assistance program provider to present two courses for staff. "Verbal De-escalation" and "Preventing Burnout" will be offered via Zoom on September 9<sup>th</sup>. Both courses will be recorded so that anyone not able to attend can watch the recorded version.

## Old Business

There was no old business.

## New Business

### Current 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. The library will continue to maintain the current service activities.

Contingency operations through 2020

The board was given an outline of different scenarios that could occur as we continue to monitor the COVID-19 pandemic.

Tyler Darnell made a motion to provide employees four weeks of paid leave if there was an ordered shut down or self-determined shut down because of the pandemic. The board will reevaluate the situation should the shutdown be longer than four weeks. Carolyn Elliott seconded and the motion passed.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, September 28, 2020, via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp