

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

The November 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, Medo Morcos, Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott and Jayme Morris-Hardeman. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, Rhonna Hargett, and John Pecoraro. Guests Gerit Garman and Brad Ross from Orazem & Scalora Engineering, P.A., and Dan Crouch from BBN Architects were also present. Kerry Spencer and Mayor Usha Reddi were absent.

Public Comment

No public comment.

Approval of Minutes

Tyler Darnell made a motion to approve the October 26th minutes as presented. Stacy Kohlmeier seconded and the motion passed.

Financial Statement and Bills

November 2020 expenses:

Tax Fund/General Operations.....	\$ 358,015.97
Tax Fund/Employee Benefits.....	51,809.34
Grants, Fines, Fees, and Interest.....	28,092.51
Endowment Account.....	18,146.85
Capital Improvement.....	0.00

Tax fund account activity includes tax revenue. Taxes were withheld to pay for the third year of the children’s expansion bond. Nearly \$100,000.00 will be available to transfer from our tax fund to our capital improvement fund by year end. Employee benefit fund activity was routine. Notable expenses from the Grants, Fines, and Fees Account include HVAC upgrades and IT maintenance items. There was no activity in the Endowment Fund. Knupp recommends expenses for the Circulation Department of remodeling come from the Grants, Fines, and Fees Account. No activity in the CIP account.

Stacy Kohlmeier made a motion to approve the November 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

No report.

North Central Kansas Libraries

The NCKLS Executive Committee will meet on December 3, 2020. A new assistant director will start in January.

Manhattan Library Association

MLA met on Nov. 11th and discussed a fundraiser to replace the 2021 book sale. A quilt raffle was discussed. Details are still being worked out. The next MLA meeting will be in January 2021.

Manhattan Library Foundation

Refer to the director’s report for details.

Director’s Report

Statistics for Mar 15-Nov 18, 2020 compared with Mar 15-Nov 18, 2019, and Year to Date 2020:

	Mar 15-Nov 18, 2020	Mar 15-Nov 18, 2019	Jan 1-Nov 18, 2020
Physical Circulation	117,062	481,644	254,041
Sunflower eLibrary	84,024	51,757	102,113
Hoopla	31,306	25,055	39,651
Kanopy	5,706	1,106	6,603
Flipster	1,941	1,230	2,392
Total Digital	122,977	79,148	150,759
Total Circulation	240,039	560,792	404,800
Library Cards Issued	1,558	3,867	2,608
Holds Placed	65,139	52,219	81,399

Databases: 50,921 views/uses.

Programs and Services

The online Dino Dig Party and craft giveaway were among several of the children’s programs in October with 33 attending the program and 107 craft kits distributed. While online programs are different than face-to-face activities, they have a potential to reach a wider audience in new ways. 29 people attended adult craft night and 21 attended trivia night. The Architectural Scavenger Hunt and Downtown Story Walks continue to be popular while the weather is mild. The Manhattan Library Association provided 200 copies of the Kansas Reads to Preschoolers book “Groovy Joe: Ice Cream and Dinosaurs,” to distribute to children and families. The book is featured on the November Story Walk. Downtown business owners have been enthusiastic about participation. Author Eric Litwin can be heard playing his groovy song at <https://kslib.info/1017/Kansas-Reads-to-Preschoolers>.

Year to date, staff have created 100 personalized reading lists for patrons who are looking for something good to read. In lieu of browsing the stacks or the online catalog, staff can help individuals complete a survey of their reading interests and come up with a list of titles. The form is available online at <https://www.mhklibrary.org/personalized-reading-list-2/>.

Online newsletters also provide reading recommendation and information to subscribers, featuring digital and physical items in the library's collection. Anyone may subscribe to receive newsletters by email at <http://www.libraryaware.com/1015/Subscribers/Subscribe>.

NCKLS

Dawn Krause has accepted the position of Assistant Director of NCKLS and will begin work on January 4, 2021. She worked at NCKLS as a youth services consultant in 2012. Prior to that time, she was a consultant at the Texas State Library and Archives Commission where she served as a Library Management Consultant and as the manager of Consulting and Continuing Education. She managed the small library training programs, including the Texas Reading Club, early literacy and weeding, among other duties. She brings grant writing skills from her work as the Director of Continuing Education and Corporate Training at the Manhattan Area Technical College, and additional consulting and planning experience from her most recent job as Content and Program Coordinator for NACADA: The Global Community for Academic Advising. In addition to a Masters of Library and Information Science from the University of Texas, Dawn has a Master's of Science in Human Resource Development, also from the University of Texas.

The State Library of Kansas will be distributing approximately \$16,000 in additional CARES funds from the Institute of Museums and Library Services to each of the seven regional library systems to be used to mitigate the impact of COVID-19 on public libraries. Details should be forthcoming by the end of the year.

A representative from Design Central presented two proposals to rearrange work space in the NCKLS area to increase distance and reduce noise. Staff will revisit the drawings in December. Changes are required.

MLA and MLF

The Manhattan Library Foundation met on October 29th to elect officers and review the library's request for funds for 2021. A total of \$174,000 was granted for staff scholarships, summer reading support, and collections. An additional \$175,000 was granted to fully automate the library's circulation system if the project moves forward.

Administration

The City of Manhattan provided a pre-recorded presentation with information on the 2021 health care insurance and optional packages. The cost of health insurance will increase for the employer and employee.

To maintain a safe and healthy environment, our traditional staff holiday events will be different. The traditional Mitten Tree will continue. Patrons may donate mittens, gloves, and hats to add to the tree. Donations will be distributed to agencies after Christmas. Staff is participating in the annual food drive benefiting the Flint Hills Breadbasket.

The library is closed November 26-27 for Thanksgiving, December 24-25 for Christmas, and January 1 for New Year's, and MPL will also close at 6 PM on New Year's Eve.

The board will conduct the director's annual performance review at the November meeting. Additional materials will be emailed to each board member separately from the meeting packet.

Old Business

Current Services Review/Update

Linda said we will stay with the current services through winter and will discuss any changes after that.

New Business

Proposal for review of HVAC System- Brad Ross, Gerit Garman

Linda provided a proposal in the board packet from Orazem & Scalora Engineering, P.A. Brad and Gerit were at the meeting and explained the proposal and answered questions from the board.

Stacy Kohlmeier moved to accept the proposal and move forward with the HVAC review project. Tyler Darnell seconded and the motion passed.

Circulation remodel review-Dan Crouch BBN

Linda provided documents for the Circulation Department remodel including a proposal from BBN Architects with estimated costs that also showed how the project will be completed in phases. Linda explained that the costs for the project would come from endowment funds and from the Foundation. She reviewed the costs for each phase of the project.

Stacy Kohlmeier made a motion to move forward with all phases of the Circulation Department remodel as proposed. Carolyn Elliott seconded and the motion passed.

Contingency Operations in 2021

Teri Belin reported that the FFCRA pay law is set to expire December 31, 2020. There was discussion on how the library could support staff members who are affected by COVID related quarantines and exposures.

Stacy Kohlmeier made a motion to extend paying all library employees through March 2021 if an emergency shut down would occur either by federal, state, or our own means and to extend the FFCRA pay provisions until January 31, 2021. Tyler Darnell seconded and the motion passed.

December 2020 meeting/preapproval of the December bills

Jayne Morris-Hardeman made a motion to cancel the December 2020 meeting and to preapprove the paying of the December bills. Carolyn Elliott seconded and the motion passed.

Director's annual review/Executive session

At 5:12pm Stacy Kohlmeier made a motion to adjourn into executive session with Linda to discuss her annual evaluation. Medo Morcos seconded and the motion passed.

The meeting reconvened at 5:17 p.m. Stacy Kohlmeier motioned to accept the committee's survey and recommendation. The director's salary will be maintained at the current level for 2021. The cost is split with Manhattan Public Library paying 70% and North Central Kansas Libraries System paying 30%. Tyler Darnell seconded and the motion passed.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, January 25, 2021, via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp