

**Manhattan Public Library
Regular Meeting of the Board of Trustees
February 22, 2021**

The February 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, Stacy Kohlmeier, Tyler Darnell, Carolyn Elliot, Kerry Spencer, and Medo Morcos. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, Rhonna Hargett, and John Pecoraro. Guest Gerit Garman attended from Orazem & Scalora Engineering, P.A. Mayor Wynn Butler was absent.

Public Comment

No public comment.

Approval of Minutes

Kerry Spencer made a motion to approve the January 25, 2021 minutes as presented. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

February 2021 expenses:

Tax Fund/General Operations.....	\$ 86,309.42
Tax Fund/Employee Benefits.....	0.00
Grants, Fines, Fees, and Interest.....	575.07
Endowment Account.....	18,731.11
Capital Improvement.....	0.00

Expenses include the cost for snow removal from the maintenance budget, the purchase of a new microfilm machine from the technology budget, engineering costs for the HVAC study, and the architect’s costs for the circulation remodel. The first disbursement check from the city was received and will show on the March financial statement.

Tyler Darnell made a motion to approve the February 2021 financial statements as presented. Kerry Spencer 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

Carolyn reported that the NCKLS board met the new assistant director, Dawn Krause. Officers for 2021 were elected. Judith Cremer will continue to serve as president, Susan Moyer as vice-president, and Judy Goodrich as secretary/treasurer.

Manhattan Library Association

Carolyn said that the MLA newsletter was mailed encouraging membership renewal, it also contained a book bond with 20% off the 2022 book sale with membership. The TALK (Talk about Literature in Kansas) program starts in March and will be via Zoom. An ad hoc committee is working on a quilt raffle to raise funds for the summer reading program.

Manhattan Library Foundation

No report.

Director's Report

	Jan 1-Feb 14, 2021	Jan 1-Feb 14, 2020	Year end 2020
Physical Circulation	45,630	81,255	213,449
Sunflower eLibrary	15,478	11,280	116,059
Hoopla	5,643	5,161	44,960
Kanopy	923	587	7,402
Flipster	346	451	3,085
Total Digital	22,390 (32.92%)	17,479 (17.7%)	171,506 (44.56%)
Total Circulation	68,020	98,734	384,955
Library Cards Issued	413	628	2,838
Holds Placed	11,548	9,960	91,502

Database Use (2021 YTD): 5,664 views, uses

Programs and Services

There were 470 registrants for January's online Winter Reading Program, including 234 adults and 236 children and teens. Of the total registrants, 190 completed the reading challenge. Virtual programs activity remains steady and associated craft kits are popular. The skills staff have developed to create and present virtual programs is impressive. Many programs are recorded and can be viewed at any time after initial release at <https://manhattankans.librarycalendar.com/>. Others require registration and are live, such as the excellent book discussions for teens and adults including, "A Field Guide to Climate Anxiety: How to Keep your Cool on a Warming Planet" by Sarah Jaquette, in partnership with Hale library and the American Library Association. The next book in the Humanities Kansas TALK (Talk About Literature in Kansas) series is "Heartland, A Memoir of Working Hard and Being Broke in the Richest Country on the Earth," by Sarah Smarsh. Copies of books for both discussions are available at the reference desk on the 2nd floor.

KLINK grant funds continue to support the library's 1,000 Books Before Kindergarten. In January, there were 41 new registrations to this program which encourages reading to pre-K children and parental engagement. The Manhattan Library Foundation supports the program with free books for participants on reaching reading milestones.

The Volunteer Income Tax Assistance Program (VITA) has extended the times for appointments in the library's technology center from Monday through Thursday afternoons through April 15. Information on scheduling an appointment is on the library's website.

Facilities

Gerit Garman with Orazem Scolara presented an overview of the engineering study of the library's HVAC system to staff and available members of the building and grounds committee. He will share that report with the entire board at the February meeting.

Thermal Comfort has made minor repairs based on the most recent preventative maintenance check. An igniter switch was replaced on one of the two hot water boilers on the east side of the building.

Staff met with architects from Bowman, Bowman, Novick to continue work on the layout for the circulation area.

Administration

The MLA Membership Drive mailings went out on Friday, January 29. Membership chair Stephen Bridenstine and President Mary Beth Reese assisted staff in preparing the promotional materials. Board members are encouraged to join and to let others know the value of supporting the library through the Friends. Membership forms are available at <https://www.mhklibrary.org/home/manhattan-library-association/>

Staff, volunteers and the public will miss February's annual book sale. In addition to the loss of funding the sale provides, it is an activity that people look forward to. The Manhattan Library Association is committed to a pilot project for a quilt raffle this summer. MPL Board Member and MLA Board Representative Carolyn Elliott is actively involved and contributing her knowledge and talent on the committee organizing the project. The project goal is to promote the 2021 summer reading theme: *Tails and Tales*. Quilts will be donated by local quilters for auction. All proceeds will benefit the library's summer reading program.

At this time, there is no movement in federal legislation that would extend the provisions of the Families First Coronavirus Response Act or emergency paid leave requirements. Many businesses and organizations have left the provisions in place to protect their workforce from the spread of the virus.

Old Business

There was no old business.

New Business

Homebound policy update

Rhonna explained that there was some wording changes to the policy.

Stacy Kohlmeier made a motion to accept the Homebound Policy. Kerry Spencer seconded and the motion passed.

HVAC report

Gerit Garman went through the report given to the library by Orazem & Scalora Engineering, P. A. on what they found going over our HVAC system. They gave recommendations on how to update our system.

Executive Session

Elaine made a motion to go into executive session at 5:02 for 13 minutes and resuming meeting at 5:15 p.m. Kerry Spencer seconded and the motion passed.

The meeting reconvened at 5:15 p.m.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, March 29, 2021, via Zoom at 4 p.m.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp