

**Manhattan Public Library**  
**Regular Meeting of the Board of Trustees**  
**March 29, 2021**

The March meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Elaine Shannon via Zoom. Present were board members, Mayor Wynn Butler, Stacy Kohlmeier, Tyler Darnell, Carolyn Elliot, and Medo Morcos. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, Rhonna Hargett, and John Pecoraro. Manhattan citizen Gabe Ney was also present. Jayme Morris-Hardeman and Kerry Spencer were absent.

**Public Comment**

Gabe Ney attended the meeting to express his concern over the time limit imposed in the children's library. He asked that the board reconsider the policy.

The board will discuss resuming services later in this meeting, including the time people stay in the library. Staff will be instructed to be more flexible.

**Approval of Minutes**

Tyler Darnell made a motion to approve the February 22, 2021 minutes as presented. Stacy Kohlmeier seconded and the motion passed.

**Financial Statement and Bills**

March 2021 expenses:

Tax Fund/General Operations.....	\$ 325,771.23
Tax Fund/Employee Benefits.....	96,221.97
Grants, Fines, Fees, and Interest.....	1,244.48
Endowment Account.....	31,917.58
Capital Improvement.....	25,471.00

The first disbursement check from the city was received. There was a slight increase in utilities this month. Other expenses included the down payment on the self-check station equipment and the final payment to the city from the lighting project that was done in 2011.

Medo Morcos made a motion to approve the March 2021 financial statements as presented. Carolyn Elliott seconded and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

See director's report.

Finance

No report.

## Policy and Planning

No report.

## North Central Kansas Libraries

Carolyn reported that the NCKLS board met and discussed updating the grant request policy.

## Manhattan Library Association

Carolyn said that MLA will have their annual meeting on April 14<sup>th</sup> and encouraged board members to attend.

## Manhattan Library Foundation

Elaine reported the Foundation met on March 23rd. They voted to give the library \$160,000 for materials, \$10,000 for summer reading prize books, and \$4,000 for scholarships in 2022. The development committee committed to meeting every other month.

## **Director's Report**

	Jan 1-Mar 21, 2021	Jan 1-Mar 21, 2020	Year end 2020
Physical Circulation	84,578	137,541	213,449
Sunflower eLibrary	26,814	20,078	116,059
Hoopla	10,046	9,176	44,960
Kanopy	1,643	1,046	7,402
Flipster	632	659	3,085
Total Digital	39,135 (31.63%)	30,959 (18.37%)	171,506 (44.56%)
Total Circulation	123,713	168,500	384,955
Library Cards Issued	716	1,077	2,838
Holds Placed	20,100	16,410	91,502

Database Use (2021 YTD): 13,017 views, uses

## Programs and Services

Storywalk Downtown has resumed with spring. Starting at the library, all ages can take a walk downtown and find the pages of the book “Grumpy Bird” in the windows of local businesses. After completing the walk, children may stop by the library for a free copy of the book. Funds for the books were provided through USD 383’s K-LINK Grant.

Virtual programs will continue through spring and summer. Program themes are complemented by popular take-and-make kits with creative projects that highlight the book or theme of programs offered for kids, teens, and adults.

The K-State Collegian featured books added to the library’s collection courtesy of the Gay, Lesbian, and Straight Education Network (GLSEN) Kansas Chapter. Rashael Apuya, teen services librarian, applied for the grant and the library was one of 158 libraries selected to receive 10 books. The article may be found at: <https://www.kstatecollegian.com/2021/03/18/manhattan-public-library-promotes-inclusion-diversity-with-new-display-of-lgbtq-books/>

Media shelving on the first floor has been moved to prepare for the arrival and installation of new self-check machines in June. Final drawings for remodeling the area are near completion. Construction is expected to begin in August or September. Staff plans for temporary work areas and modified work-flow are in place.

Four display panels based on Gerry Walton's book, "140 Years of Soul: The History of African-Americans in Manhattan, KS" are on display at the new Douglass Activity Center. Gerry Walton was the reference manager at MPL for many years. She completed her research for this book after her retirement. The library worked with New Boston Creative to develop the panels to highlight the book.

### Facilities

Facility maintenance for the month includes preparation for spring and opening the fountain and replacing sprinkler heads in the irrigation system. Thermal Comfort inspected the backflow preventers on the boilers and rebuilt one. A replacement motor and gasket for the east boiler compressor is on order.

### Administration

At this time, 55 of 67 staff members have indicated they have had or plan on getting a vaccine for COVID-19. The wider availability will allow us to proceed with resuming services in phases. Quarantine on returned materials has been lifted.

The American Rescue Plan Act (ARPA) did not include mandatory provisions for paid leave for absences related to COVID. Private employers who voluntarily extend paid leave for COVID-related reasons will continue to receive payroll tax credits through September 30, 2021. Public employers do not receive the payroll tax credit and can decide for themselves on whether to continue paid leave for COVID absences. The library offers accrued paid medical and annual leave for staff working 20 hours or more. If the board chooses not to extend paid leave for COVID absences, approximately 69% of the staff can use accrued leave as well as protected leave provisions under the Family Medical Leave Act. The library also offers a shared leave benefit that can be used if a salaried employee who has worked here at least a year contracts the virus. Shared leave does not cover family illnesses. The FFCRA provided paid leave for parents and legal guardians who need to care for children whose school or daycare closes due to the virus. The library's leave policy will allow employees in this circumstance to use accrued annual leave if this occurs.

Kansas Senate Bill 13, establishing notice and public hearing requirements prior to approval by a governing body when the budget exceeds a revenue neutral rate for property tax purposes, has been enrolled and is at the Governor's office. It will discontinue the city and county tax lid prohibiting valuation increase of real property and require a new process of notification of each tax payer when a municipal entity increases property tax. At this time, it appears that the cost of notification will be carried by the State of Kansas for a year or two, but will be transferred to each entity when a process is developed. This will include public libraries and regional library systems.

Additional legislation on track to pass includes HB 2238 which eliminates the dollar limitation for acceptance of gifts by donors to school districts or cities, or both, for library purposes.

## **Manhattan Library Association**

Funds from the 2021 membership drive have exceeded funds for the previous year, thanks to additional contributions and donations. This includes 212 MLA memberships, not far below regular numbers. A membership form is in the meeting packet.

The Manhattan Library Association Annual Meeting is Wednesday, April 14<sup>th</sup>, at 4 p.m. The meeting will take place through Zoom. We need a quorum of the entire MLA membership in order to conduct official business. MPL board members are encouraged to attend. If you are an MLA member, you may vote on the slate of candidates and officers for 2021-2022.

Each year the MLA board recognizes an individual who has made a significant contribution to the library with a Lifetime Membership Award. Janet Duncan was chosen to receive the award this year. Janet served on the MPL Board of Directors from 2008-2016, and Janet is a faithful book sale volunteer. Janet and her husband, Pat, give generously to the Manhattan Library Foundation. She began volunteering to create an MPL history document and was working on it up to the time COVID started. She plans to continue the project when we can have volunteers in the building again.

Plans for the quilt raffle to promote summer reading are shaping up. Proceeds will help offset revenue lost from the cancellation of the 2021 annual book sale. All proceeds will benefit the library's summer reading program. Quilts will be donated by local quilters. Plans and the schedule are as follows:

- Raffle tickets sold and quilts will be displayed from June 1 – July 31.
- \$5 per ticket, \$20 for 5 tickets.
- Patrons will choose the quilt(s) on which to bid. The ticket they fill out will identify the quilt they prefer.
- Money and ticket sales will be handled by library staff.
- The library will handle all publicity.
- Drawing will be held August 2, 2021 @ 10 a.m.
- Last day winners can pick up quilt: Thursday, September 30.

## **Manhattan Library Foundation**

The Manhattan Library Foundation's annual meeting was held on March 23. The Foundation voted to distribute \$174,000 in 2022 for materials, staff scholarships, and summer reading support.

The library received a generous donation of \$20,000 from the 1998 Jack Goldstein Trust to support online resources and digital collections.

## **Old Business**

### **Emergency Paid Sick Leave expiration at the end of March**

There was not action to renew this policy.

## **New Business**

### **Director's search committee**

Documents were given to each board member including a list of committee members, a time line, and job description. Committee members include: Elaine Shannon, Trustee; Tyler Darnell, Trustee; Stacy Kohlmeier, Trustee; Susan Adamchak, MPL Foundation; Judy Burgess, MLA; Judy Goodrich, NCKLS; Tara Coleman, Associate Professor, KSU Libraries. Associate

Director Teri Belin will provide administrative support for the committee. President Elaine Shannon described how the hiring process will work and told the board that the goal will be to have a new director hired by the end of the year.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, April 26, 2021, via Zoom at 4 p.m.

Respectfully submitted by,

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President Elaine Shannon

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Director Linda Knupp