

**Manhattan Public Library
Regular Meeting of the Board of Trustees
August 30, 2021**

The August meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Elaine Shannon. Present were board members Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, Medo Morcos, Jayme Morris-Hardeman, and Mayor Wynn Butler. Also present were Library Director Linda Knupp, Business Manager Jennifer Lund, and Associate Directors Teri Belin, John Pecoraro, and Rhonna Hargett. Kerry Spencer was absent.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris-Hardeman made a motion to approve the June 28, 2021 minutes as presented. Tyler Darnell seconded and the motion passed.

Financial Statement and Bills

July 2021 expenses:

Tax Fund/General Operations.....	\$ 259,146.68
Tax Fund/Employee Benefits.....	47,143.77
Grants, Fees, and Interest.....	682.04
Endowment Account.....	17,983.34
Capital Improvement.....	0.00

August 2021 expenses:

Tax Fund/General Operations.....	\$ 229,431.01
Tax Fund/Employee Benefits.....	48,933.69
Grants, Fees, and Interest.....	6,703.35
Endowment Account.....	14,959.47
Capital Improvement.....	0.00

Activity in the tax fund included maintenance items, twenty-four desktop computers, and thirteen laptops. Replacements for staff chairs were paid for from the GFI fund. Employee benefits and the endowment fund activity were routine. There was no activity in the capital improvement fund.

Tyler Darnell made a motion to approve the July & August 2021 financial statements as presented. Carolyn Elliott 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 told the board that NCKLS had their annual meeting on August 26th. The board voted in favor of the revenue neutral rate increase, the 2022 budget, and the 2022 system plan.

Manhattan Library Association

Carolyn reported that the MLA quilt raffle earned a little over \$2,391. The quilts were donated from local quilters and quilting guilds using the summer reading theme “Tails and Tales.”

Manhattan Library Foundation

No report.

Director’s Hiring Committee

See old business.

Director’s Report

	Jan 1-Aug 22, 2021	Jan 1-Aug 22, 2020	Year end 2020
Physical Circulation	289,523	184,678	213,449
Sunflower eLibrary	75,995	74,080	116,059
Hoopla	29,320	29,518	44,960
Kanopy	4,324	4,748	7,402
Flipster	2,012	1,775	3,085
Total Digital	111,651 (27.83%)	110,121 (37.35%)	171,506 (44.56%)
Total Circulation	401,174	294,799	384,955
Library Cards Issued	2,292	1,949	2,838
Holds Placed	51,959	50,071	91,502

Database Use (2021 YTD): 34,309 views, uses

Programs and Services

We appreciate this summer’s teen volunteers. Fifteen teens worked 558 hours this summer assisting with summer reading activity.

The library had another successful summer reading program. 2021 participation by teens and adults was the highest in library history with 504 teens and 1,118 adults. 546 preschoolers and 1,321 children completed the total of 3,489 readers for the first year of using Beanstack software to track participation, set goals, and receive reading recommendations. Readers logged a total of 1,770,559 minutes.

Circulation staff completed shifting materials in the young adult collection to accommodate middle school books that were formerly in the children's section.

As of early August, library cardholders have digital access to the Wall Street Journal at <https://www.mhklibrary.org/home/online-resources/> with easy and convenient browsing and reading access to other national newspapers in addition to the New York Times. Library users also have access to the newspapers of the larger cities in the state through Newsbank. The Manhattan Mercury allows access to library cardholders as well.

All areas of the building are open for public use including the teen zone. In person program for all ages resumes in September with limited registration and masks. ReadMHK will launch in September and continue through May 2022. The new community-wide reading program is aimed at building connections through shared reading experiences. Each month features a different topic with reading suggestions for all ages. Each month will also include a book discussion, a podcast featuring local citizens, an online reading challenge on Beanstack, and diverse reading lists.

Staff continue outreach visits and participation in local events, including "Everybody Counts" and Downtown Manhattan's Third Thursdays, to sign people up for library cards and promote services.

The Manhattan Library Association provided a number of used book donations to the Little Free Library Initiative that has begun in conjunction with Green Apple Bikes.

Facility and Maintenance

The remodel and construction of the circulation desk is delayed due to backorders and supply shortages. The contractor will begin work mid-October. If things go according to schedule the project should be complete by the end of the year. The materials handling unit is on order and scheduled to arrive for installation and training in January 2022.

The library was awarded \$25,000 from the American Rescue Act Plan. The State Library of Kansas was responsible for distributing funds to public libraries from the Institute of Museums and Library Services. Funds will be used toward the purchase of the materials handling unit.

Facility maintenance included a repair of a leaking pipe in the ceiling above NCKLS offices, a new door frame, roof repair, and new compressors on the A/C unit outside the west staff entrance and on the roof top unit cooling zones on the first and second floors of the west building. A third compressor has failed since then. The electrical system has been inspected and Evergy has been contacted to see if this is in conjunction with any power surges or outages.

A part-time custodian position remains vacant and advertising continues.

Administrative Services

Lori Balzer resigned and moved to Oklahoma to be nearer to her children and new grandson.

Charles Ring was hired as the new administrative assistant. He was able to work with Lori for a few days before she left. He started regular hours August 11th.

The MLA quilt raffle ended July 31st with 16 happy winners. MLA board members drew the winners, and the drawing was broadcast on Facebook Live. Thanks to all of the quilters, MLA members, and staff who made this a successful project. The project raised \$2,391.56 for library programs and projects. The next MLA meeting is Wednesday, September 8th.

Interviews of four candidates for the library director position were held August 17th, 18th, 20th, and 23rd. Each of the candidates gave a presentation to staff, met with the hiring committee for a formal interview, had lunch with the committee, and were offered a building tour and a tour of Manhattan. Thanks to all board members who shared their time for this very important task.

Staff members Jennifer Bergen, Amber Hoskins, Jan Johnson, and Teri Barton were awarded scholarships from the Manhattan Library Foundation for their MLIS studies at Emporia State University.

Old Business

Masks in the Library

Jayme Morris-Hardeman made a motion to allow the library administration to decide on policies regarding mask wearing in the library. Medo Marcos seconded and the motion passed.

Director Search Committee – Executive Session

Elaine Shannon made motion to go into executive session on a hire for the library director from 4:30pm to 4:45pm. Carolyn Elliott seconded and the motion passed.

The regular meeting reconvened at 4:45 p.m. President Elaine Shannon proposed that Eric Norris be hired at the next librarian at a salary of \$102,000 per year. Current Director Linda Knupp will retire at the end of the year. Tyler Darnell seconded and the motion passed.

New Business

There was no new business.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, September 27, 2021 at 4 p.m. on Zoom: <https://kslib.zoom.us/j/98516118130>.

Respectfully submitted by,

President Elaine Shannon

Director Linda Knupp