

**Manhattan Public Library
Regular Meeting of the Board of Trustees
February 28, 2022**

The February meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. via Zoom by President Elaine Shannon. Present were board members Stacy Kohlmeier, Tyler Darnell, Carolyn Elliott, Kerry Spencer, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Associate Directors Teri Belin, John Pecoraro, and Rhonna Hargett. Guest Holly Friesen and Jennifer Bergen was also present. Jayme Morris-Hardeman was absent.

Public Comment

Holly Friesen presented her new book *Janey Olsen, Famous Artist of the Beach* to the board.

Approval of Minutes

Kerry Spencer made a motion to approve the January 31, 2022 minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

February 2022 expenses:

Tax Fund/General Operations.....	\$ 202,979.14
Tax Fund/Employee Benefits.....	48,025.78
Grants, Fees, and Interest.....	1,310.06
Endowment Account.....	63,086.22
Capital Improvement.....	0.00

We received our first of 5 disbursements from the city of Manhattan. The business manager explained notable line items in the February financial statements. Activity was routine.

Tyler Darnell made a motion to approve the February 2022 financial statements as presented. Stacy Kohlmeier seconded, and the motion passed.

Committee Reports

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

New business.

North Central Kansas Libraries

Carolyn reported that NCKLS will have a meeting at the end of March.

Manhattan Library Association

The annual book sale will be held April 29th, 30th, and May 1st this year at the city park pavilion.

Manhattan Library Foundation

No report.

Director’s Report

We are approaching the budget planning time of year, and I have been working with Jenn Lund to learn about our process and philosophy as well as develop a quick understanding of the “bigger picture.” In the very near future, the Finance Committee will need to meet, though, at the time of writing this report, I am unsure about specific dates.

The Manhattan Library Foundation will be meeting on April 19.

We received a Goldstein Foundation Grant in the amount of \$10,000, and there is another grant opportunity later in the year.

After discussions with supervisors, managers, and directors, I made the decision to follow the school district and move to “mask optional” in the Children’s Room and the Teen Zone. Previously these had been the only places in the building where masks were required. It wasn’t a decision that was made lightly, and I was pleased that we were able to come to a consensus about moving forward. Also, the City of Manhattan announced that masks are no longer required upon entering city buildings and are optional for city staff as well. As for us, we are continuing to wear masks as we have been up to this point. I don’t feel there is any reason to hurry a decision about masks on employees and have started discussions with supervisors, managers, and directors.

Boards and committees I currently serve on: Humanities Kansas, Governmental Activities Committee and the Intellectual Freedom Committee (both with the Kansas Library Association), and Kansas Book Festival.

I thought January went fast, February was a blur!

Circulation Stats

	Jan 1-Feb 20, 2022	Jan 1-Feb 20, 2021	Jan 1-Dec 31, 2020
Physical Circulation	59,784	52,426	293,352
Sunflower eLibrary	15,980	17,540	116,059
Hoopla	6,958	6,339	44,960
Kanopy	1,272	1,115	7,401
Flipster	347	346	3,085
Total Digital	24,557 (29.12%)	25,340 (32.58%)	171,505 (36.9%)
Total Circulation	84,341	77,766	464,857
Library Cards Issued	644	461	2,838

Holdings Placed	9,710	13,078	91,502
Library Visits	41,686	15,319	128,961

Database Use (2022 YTD): 3,911 views / uses

Programs and Services

- Volunteer Income Tax Assistance (VITA) program is working with eligible tax-payers with one-on-one appointments in the Technology Center through April 15.
- Over two sessions (1/25-26), 69 people attended the KSU Teacher Class Presentation and Tour.
- Due to the pandemic, programs were cancelled January 17 through February 13.
 - In January: 1 program for children with 78 participants, 2 programs for teens with 13 participants, 219 visits to the Teen Zone, 20 homebound patrons received 112 books, 3 programs for adults with 18 participants, 39 technology training opportunities, and 171 adult patrons participated in Read MHK.

Facilities and Maintenance

- Construction is complete in the renovated Circulation area, desk is in use, and the Automated Materials Handling (AMH) system delivered, installed, and staff trained. Cody Wassenberg and the IT staff have systems up and running properly and coordinated with Economy Electric, Parsons, and Redi Systems on AMH installation and door controls.
- Two large electronic display boards were installed, one in the children’s room and the other in the atrium, for PR and marketing purposes. The goal is to use them for programming, special events/library news, and other general library promotions.
- Thermal Comfort (TCA) replaced the compressor on the Technology Center rooftop unit.
- Annual Inspections: TCA conducted annual inspections of backflow preventer valves on the boilers, Heartland Alarm conducted the annual inspection/test of the fire alarm system, Jayhawk Sprinkler conducted the annual inspection of the fire sprinkler system, and Mike conducted the bi-monthly check of the emergency lights.

Administrative Services

- Last COVID case among staff was reported January 31.
- Staff Training Day was held Monday, January 21 as a hybrid meeting mixing in-person and online. Staff were divided by department in separate areas around the building. Training consisted of presentations on emergency and security procedures, information on material challenges, and a cultural training video titled “Cultivating Cultural Competence and Inclusion.” It was generally well received by staff, and I am working with the Directors to go through the feedback.
- New Staff
 - Circulation Department: Cecily Cecil and Isaac Sorell
 - Adult Services: Jenny Kolbeck and Alex Lund
 - LIS: Amber Hoskins was promoted to L1
- MLA Updates:

- The membership drive is underway. Memberships start at \$10. New this year is our online payment portal through Square. Check it out: <http://mlafriends.square.site/>
- 2022 Book Sale will be April 29, 30 & May 1. The location of the sale this year will be off-site at Wefald Pavilion in City Park (also known as the ice rink). Planning is underway, and more updates to come. The book sale committee met and developed plans to cover details.

Old Business

None.

New Business

INF-2 Interlibrary Loan Policy Changes

John Pecoraro went through and explained the few changes made to the policy.

Carolyn Elliott made a motion to accept the policy as presented. Tyler Darnell seconded, and the motion passed.

CUS-3 Unattended Children Policy Changes

Eric Norris, along with Rhonna Hargett and Jennifer Bergen, explained the changes in the policy and reasons for the changes.

Stacy Kohlmeier made a motion to accept the policy as presented. Kerry Spencer seconded, and the motion passed.

May Meeting

Elaine Shannon explained that the May meeting would fall on Memorial Day, so it was discussed to have the May meeting on May 23rd at 4:00pm instead.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, March 28, 2022 at 4 p.m. on Zoom. The link will be provided with the March meeting materials.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris