

Manhattan Public Library
Regular Meeting of the Board of Trustees
May 23, 2022

The May 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 Tyler Darnell, Stacy Kohlmeier, Jayme Morris-Hardeman, Linda Cook, 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 Eric Kientz from Kientz & Penick CPAs, LLC was also present.

Public Comment

No public comment.

Approval of Minutes

Jayme Morris-Hardeman made a motion to approve the April 26, 2022 minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

May 2022 expenses:

Tax Fund/General Operations.....	\$ 210,680.72
Tax Fund/Employee Benefits.....	52,500.48
Grants, Fees, and Interest.....	5,397.67
Endowment Account.....	9,205.03
Capital Improvement.....	2,490.00

The business manager explained notable line items in the May financial statements. Activity in all funds was routine.

Tyler Darnell made a motion to approve the April 2022 financial statements as presented. Linda Cook 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

No report.

Manhattan Library Association

No report.

Manhattan Library Foundation

No report.

Director's Report

Linda Cook was appointed to the Board at the May 3rd City Commission meeting. She recently retired from the Chief of Staff position at K-State, has more than 40 years of leadership experience from positions held at General Motors, Honeywell, and MRI Global Research, and has served on nearly 25 different non-profit boards over the past 40 years. Welcome, Linda, and we are excited to have you as part of the team!

With Linda's appointment, there are currently two other open positions on the board. Of the three total, one chair has 2-years remaining on a vacated term (expiring on 4/30/2024), and two are full terms expiring on 4/30/2026. I am not sure if Linda is filling the partial term or one of the full terms, but I will check with Mayor Morse and the City to find out.

After the positions have been filled, the board will need to decide who will fill the Vice President chair and Committee positions. With Kerry Spencer and Carolyn Elliott leaving the board, there are open positions on five committees: Finance, Policy and Planning, Director's Evaluation, NCKL Representative, and MLA Representative.

The 2023 Budget was submitted to the City on Friday, May 20. This year the City will not hear presentations from outside agencies.

Circulation

	Jan 1-May 15, 2022	Jan 1-May 15, 2021	Jan 1-Dec 31, 2020
Physical Circulation	163,569	144,260	293,352
Sunflower eLibrary	41,009	44,500	116,059
Hoopla	18,670	16,523	44,960
Kanopy	3,291	2,466	7,401
Flipster	1,279	1,161	3,085
Total Digital	64,249 (28.2%)	64,650 (30.9%)	171,505 (36.9%)
Total Circulation	227,818	208,910	464,857
Library Cards Issued	1,495	1,114	2,838
Holds Placed	23,696	31,455	91,502
Library Visits	114,825	53,828	128,961

Database Use (2022 YTD): 13,354 views, uses

Programs and Services

- In April: 20 programs for children with 688 participants; 9 new registrations for "1,000 Books Before Kindergarten" with 456 currently registered; 6 programs for teens with 33 participants; 209 visits to

the Teen Zone; 20 homebound patrons received 123 books; 8 programs for adults with 139 participants; and 62 technology training opportunities.

- Outreach: Anthony Middle School Book Bingo Night – 65 Contacts; Little Apple Pride Fest – 750 contacts
- Jennifer Bergen, Programs and Children's Services Manager, shared – "A preschooler named Rhett came to my office with a present for all his favorite librarians for Library Appreciation Week. He has been coming to storytimes since he was a baby. Everybody adores him; he's very fun to talk with. He explained that his picture is of Blue reading a book, and the chocolates are chocolate dimes. I assured him we will love eating them. His mom said it was okay to take a photo and post it, so Maddy put it up on social media. This absolutely made my whole week."

Facilities and Maintenance

- 35 helpdesk tickets opened; 35 tickets closed
- TCA completed minor plumbing repairs; rebuilt backflow preventer, replaced relief valve and expansion tank in the east boiler room; and inspected sewer pipe in the ceiling above NCKLS (waiting on an estimate for pipe repair/replacement)
- Country Carpet completed minor carpet repairs at Circulation, Administration offices, and NCKLS mailroom and back hallway
- MEI repaired the west staff elevator
- Blueville Nursery cleaned landscaped beds and filled outside planters

IT activity

- 136 helpdesk tickets opened; 125 tickets closed
- Ordered monitors for HR
- Worked with Business Manager on year-end tasks and audit
- Worked with LIS to complete TalkMHK video recording
- Began regular cleaning schedule of AMH

Administrative Services

- The 2022 annual book sale was a truly memorable event. The new venue was a fun way to increase the library's visibility in the community. The volunteer help was essential to the success and appreciated. The regular, dedicated book sale volunteers were there. We enjoy seeing them year after year. A group of men who recently moved here from Afghanistan and a volunteer group from Target helped move books. We appreciate the support we received from the City Parks and Recreation Department and IT Department. Revenue from the sale this year is \$9,329.73. Revenue from the last sale in 2020 was \$11,714.00. Forty-seven members joined at the sale. MLA now has 291 members, more than the 249 from last year.
- On Tuesday, May 10, Maddy Ogle, Head of Community Engagement, and Jennifer Bergen, Programs and Children's Manager, gave a presentation to Afghan families who recently relocated to Manhattan. There was an interpreter there to translate. The families were shown how to get a library card. We shared the benefits patrons have with a card and how to suggest a purchase through the library's website. A list of materials the library has available in Dari/Pashto/Farsi languages was shared. We

talked about the summer reading program, how it is free and open to all ages, and encouraged their participation.

- Thirteen families registered for a library card that evening, and some families took a registration form with them. The participants were grateful for the presentation. Not all families from the relocated Afghanistan group could attend, so event coordinators from USD 383 took printed information to share with them. It was a successful event, and we appreciated being asked by the school district to provide the program.
- We have only one open position now (in Circulation). The Children's department is looking for adult volunteers for the summer program. Over 20 teen volunteers were hired to help out this summer.

Old Business

There was no old business.

New Business

2021 Audit Report Presentation

Eric Kientz presented the 2021 audited financial statements.

Tyler Darnell made a motion to approve the 2021 audited financial statements as presented. Jayme Morris-Hardeman seconded, and the motion passed.

Policy Change - MNG-8 Meeting Room Use, MNG-20 Purchasing, and MNG-23 Social Media & Web Presence

John Pecoraro went through the changes to the policies. Tyler Darnell suggested a wording change on the MNG-20 Purchasing policy in section 7.

Jayme Morris-Hardeman made a motion to accept the policy changes with Tyler's suggestion on MNG-20. Stacy Kohlmeier seconded, and the motion passed.

Vice-President Discussion

Elaine asked for suggestions or nominations on a new vice-president with Kerry Spencer's term up in April.

Stacy Kohlmeier nominated Tyler Darnell for vice-president of the board of trustees. Elaine Shannon seconded, and the motion passed unanimously.

Board Comments

The board welcomed new board member Linda Cook who is taking the unexpired term of Medo Morcos.

Board member Stacy Kohlmeier asked that Teri Belin send the performance goals for Director Eric Norris to all board members.

Linda Cook recommended that the library's Facebook page include a disclaimer/limit of liability statement. Teri Belin responded that she would work with the Head of Community Engagement to develop such a statement and add it to the Facebook page.

Adjournment

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, June 27, 2022, at 4 p.m. in the auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris