

**Manhattan Public Library  
Regular Meeting of the Board of Trustees  
October 31, 2022**

The October meeting of the Manhattan Public Library Board of Trustees was called to order at 4:04 p.m. by President Elaine Shannon. Present were board members Linda Cook, Jayme Morris-Hardeman, Stacy Kohlmeier, Tara Coleman, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Tyler Darnell and Tanya González were absent.

**Public Comment**

No public comment.

**Approval of Minutes**

Jayme Morris-Hardeman made a motion to approve the September 26, 2022, minutes as presented. Linda Cook seconded, and the motion passed.

**Financial Statement and Bills**

October 2022 expenses:

Tax Fund/General Operations.....	\$ 223,929.87
Tax Fund/Employee Benefits.....	49,121.68
Grants, Fees, and Interest.....	7,679.75
Endowment Account.....	15,006.58
Capital Improvement.....	0.00

The business manager reviewed the October financial statements. Activity in all funds was routine.

Linda Cook made a motion to approve the October 2022 financial statements as presented. Tara Coleman seconded, and the motion passed.

**Committee Reports**

Building and Grounds

No report.

Legislative

No report.

Finance

No report.

Policy and Planning

See new business.

North Central Kansas Libraries

Linda Cook reported that her first meeting with the NCKLS Executive Committee was interesting and noted that there are 44 libraries in the system. The committee reviewed and approved policies and heard reports from the NCKLS staff.

Manhattan Library Association

At their October meeting, Eric Norris said that the MLA board discussed the 2023 book sale and is looking into using the City Park pavilion again. If the pavilion is not available, the sale will be at the library. The dates have not been determined.

Manhattan Library Foundation

No report.

Director’s Review Committee

See new business.

**Director’s Report**

*"Bad libraries build collections, good libraries build services, great libraries build communities." - R. David Lankes*

October has been a busy month of adjusting to changes, exploring new roles, being patient, planning, and adapting. Though the weeks went fast, some of the days went so slowly... We have taken the opportunity the recent retirements have proved to us to make changes to our weekly meetings, how we communicate, how we report stats, and how we think about continuing education and staff training. This time of change gives us a chance to closely examine what we might be taking for granted. I am very proud of the work our team is putting in for MPL.

Right now, we have seven open positions on staff. This month, Maddy Ogle has accepted a position with Pawnee Mental Health, and her last day is October 28. We have conducted interviews and are hopeful to have the position filled soon. Other open positions include library assistants, a children’s librarian, a circulation supervisor, and a part-time public relations assistant. This presents challenges, especially with people on staff already serving in new roles, but again, these challenges provide opportunities for us to learn about ourselves, adapt, and improve.

We have been able to organize a security committee that will meet monthly to discuss and address issues as they arise. We have also changed how we inform staff through the Incidents Report when one patron is responsible for several issues in the library. \*Last minute news – with the help of Circ Staff and Teri Barton (IT), we are able to identify an individual who was stealing DVDs. The RCPD helped us to retrieve 14 stolen DVDs, and we placed an indefinite ban on that patron.

On October 11th, supervisors and managers got together and participated in a training session offered by our employee assistance provider (EMPAC). Topics included communication, positive working relationships, and creating a thriving workplace. We will continue to explore these topics in future weekly meetings.

We have placed an order for new computer tables that will be used to expand the computer use area on the second floor. We anticipate that the furniture will arrive mid-to-late November.

Inspire Young Readers

<b>Programs</b>	<b># of Events</b>	<b>Attendance</b>
Baby Rhyme Time	4	44
1’s and 2’s Storytime	8	331
3 & Up Storytime	8	123

Family Fun Storytime	3	74
Zoofari Tails Storytime	2	42
Kids DIY K-5	1	16
Be Prepared Survival Party K-5	1	15
Storywalk Downtown	1	22
<b>Total</b>	<b>28</b>	<b>667</b>

Other Projects

- 1000 books before Kindergarten
  - 8 new registrations
  - 599 currently registered
  - 4 rewards
- Check-up/Check-out – 23 coupons redeemed
- Books for Babies – 95 board books delivered
- Book Pick-Up Service – 1 Daycare
- Passive programs in Children’s room –
  - Craft Table – cupcake liner owls, lanterns, and mooncakes to celebrate Mid-Autumn Festival, hojalata art to celebrate Hispanic Heritage month, sign language letters for Deaf Awareness month, paper plate w/ leaf stamps for fall
  - Early Literacy Table – “If you Give a Mouse a Cookie” activity – play oven, counting cookies and tracing numbers, book, and song/rhyme activity
  - Cardboard turtle for kids to crawl in
  - I Spy display – Fall/spooky theme
  - Magnetic letters, puppets in the playhouse, magnetic gears on the wall, puzzles, and vehicles were brought back.
  - School artwork was displayed by elementary art teachers. It will be up through November.
  - Displays –
    - Books about disasters and survival
    - Picture books – Hispanic heritage, Rosh Hashanah, Emergency Responders Day, Fall
  - Mercury Column: “Books and Mooncakes” by Stephanie

Engage Teens

- 448 Teens visited the Teen Zone in September.

<b>Programs</b>	<b># of Events</b>	<b>Teen Attendance</b>
Anime	1	7
Dungeons & Dragons	1	7
	<b>Total</b>	<b>14</b>

Support Adult Reading, Viewing, & Listening

- 1,183 questions were answered at the Reference Desk.
- Read MHK –
  - 54 New Registrations
  - 81 Total Registrations
- Enjoy & Share – 135 books to the Manhattan Airport, K-State Jardine Apartments, The Towers apartments, Flint Hills Job Corps, and Rescare

- Homebound – 22 Patrons, 145 books delivered
- Displays – 402 books checked out from 8 displays.
- Mercury Articles –
  - “Mysteries” by Rhonna
  - “Horror Authors to Read for Fall” by Amber

#### Bring Technology Benefits to Everyone

TTC Appointments	30
Consults	11
Assistive Tech Appointments	19
Senior Center Drop-In	3
Douglass Center Tech Outreach	2
Meadowlark Tech Drop In	8
GrantStation Training Workshop	9
<b>Total</b>	<b>82</b>

#### Welcoming Space

<b>Program</b>	<b># of Events</b>	<b>Attendance</b>
Yak & Yarn	3	19
DIY Night	1	16
Expanding Accelerating Universe	1	21
Park(ing) Day w/K-State Landscape Architecture		
	<b>Total</b>	<b>56</b>

<b>Outreach</b>	<b>Contacts</b>	<b>Card Registrations</b>
Sunflower Senior Fair	90	NA
K-State Education Class Visit	20	NA
K-State Education Class Visit	26	NA
Banned books week panel at KSU	6	NA
<b>Total</b>	<b>375</b>	<b>41</b>

#### **Security Incidents – 11**

##### Staffing

- Marilyn Fulkerson retired on Oct. 3<sup>rd</sup>.
- Rachel Cunningham was promoted into the Circulation Manager position.
- Jared Richards was promoted into the Public Services Manager position.
- Savannah Winkler was hired for the PS supervisor 1 position.
- Rachel has hired 3 part-time LA2s to fill open positions.
- Circ still has the Supervisor 1 position open.
- There are 3 part-time LA2 positions open. Interviews will be scheduled in the week of Oct. 24.

##### Continuing Education & Training

- LIC training – Led by Rhonna – Jared, Savannah, Jennifer B., Rachel Cunningham, Teri Belin, and Eric Norris participated.
- Stimulating, Stupendous Storytimes – NCKLS workshop – Jennifer B. Laura, Rachel Carnes, Hannah, and Gwen
- Mental Health First Aid – Pawnee Mental Health – Rhonna

- Jennie started participating in the APALA mentorship program.

### Patron Stories

- After 1's and 2's Storytime, a mom told Laura and Gwen, "Thank you for being so flexible! We love coming to this storytime."
  - Another mom commented, "Your patience is impeccable!" This was nice to hear from a parent!
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### IT Activity Report

#### Help desk

- In September, we had 78 open tickets and closed 68.

#### Notable Tasks

- Continue to work with Collection Services to create a new ILL workflow.
- Scheduled Polaris 7.3 upgrade for October for both our Production and Training servers.
- Started preparations to get the new Library infrastructure in place for Oct 3<sup>rd</sup>.
- Started the process of hiring a new IT Support team member.
- Started a project to replace the 3<sup>rd</sup> floor with a new copier.
- October was very light-staffed due to being down a position and having a staff member out on medical leave. We are catching back up and welcoming Alex Lund as our new IT support technician. Alex will still be working in Public Services through the month of October to help with staffing.
- Ordered tables and worked with vendors on the 2nd-floor remodel project.
- Received computer replacements for 2022.
- Devin created a new Windows 11 PC image to use on the new computers, as well as documented the workflow.
- Devin replaced a faulty self-check power unit.
- Completed the purchase of an Xbox Series X and a PlayStation 5 to allow the video game collection to add additional consoles to the collection.
- Updated Unity to now include additional questions on employee check-in evaluations. Also, adding a timesheet capability that will launch in the middle of October.

#### **Old Business**

None

#### **New Business**

##### MPL/NCKLS Annual Agreement

Eric Norris explained the memorandum of understanding between MPL and NCKLS that includes the responsibilities of each organization.

Stacy Kohlmeier made a motion to accept the MPL/NCKLS annual agreement as presented. Linda Cook seconded, and the motion passed.

##### Diversity, Equity, Inclusion, and Belonging Policy

Teri Belin presented the DEI&B policy. Board members indicated they were pleased to see it added to the library's personnel policy.

Jayne Morris-Hardeman made a motion to accept the policy with a change in paragraph 3 to change the word "encourage" to "support." Stacy Kohlmeier seconded, and the motion passed.

Director's Evaluation Overview

Teri Belin explained how the annual director's performance evaluation is conducted. A web-based survey will be sent to board members and all library staff. The Director's Evaluation Committee will use the information to prepare a summary statement. The formal review will take place at the November meeting.

**Board Comments**

There were no general comments from board members.

**Adjournment**

There being no further business, the meeting was adjourned. The next regular meeting will be Monday, November 28, 2022, at 4 p.m. in the auditorium.

Respectfully submitted by,

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President Elaine Shannon

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Director Eric Norris