

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

The November meeting of the Manhattan Public Library Board of Trustees was called to order at 4:01 p.m. by President Elaine Shannon. Present were board members Linda Cook, Tyler Darnell, Stacy Kohlmeier, Tara Coleman, and Mayor Linda Morse. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, Assistant Directors Teri Belin and Rhonna Hargett, and MPL Community Engagement Leader Allie Lousch. Jayme Morris-Hardeman and Tanya González were absent.

Public Comment

No public comment.

Approval of Minutes

Linda Cook made a motion to approve the October 31, 2022, minutes as presented. Stacy Kohlmeier seconded, and the motion passed.

Financial Statement and Bills

November 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 November financial statements. She distributed the repayment schedule for the expansion bond and explained how it is shown on the financials. The rest of November’s financial activity was routine.

Tyler Darnell made a motion to approve the November 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

See new business.

North Central Kansas Libraries

Linda Cook reported that they are holding a meeting on Thursday, Dec. 1st, at 10:00 am.

Manhattan Library Association

At their November meeting, Eric Norris said that the MLA board discussed the 2023 book sale and is looking into using the City Park pavilion again. Their newsletter will go out in January. There was a discussion about expanding the copyright dates on what they keep for the book sale.

Manhattan Library Foundation

No report.

Director's Review Committee

See new business.

Director's Report

Without libraries, what have we? We have no past and no future. — Ray Bradbury

We are continuing to develop our weekly Manager's and Supervisor's meetings and plan to roll out a new process in January where a monthly topic is introduced along with a suggested reading list to help with discussions, and using the time for staff development and conversation rather than simply department updates. My hope is that these meetings will foster new ideas and collaboration across all departments in the library, creating better communication and trust among employees – the more we trust each other's professionalism, work ethic, and judgment, the better we will work together as a team. The intent of the change to these meetings is to communicate, communicate, communicate, and grow.

I am also continuing to look at our organizational structure and find ways to develop and fine-tune it. I am working with staff to come up with survey questions to poll libraries across the state to see how they are structured. I inherited a structure that was rolled out prior to the pandemic with the intent of working with staff to continue its development, and through no one's fault, the process was halted. My intent with this project is to revive that process of development. I will keep the board informed of findings, work with staff directly, and will make no changes without careful consideration and with the consent of the Board. It won't be a quick process.

The Security Team continues to meet, using the time to talk about situations, both real and likely, in an effort to develop a cohesive approach to those situations that often fall in a grey area of policy and procedure, where staff have to rely on both training and judgment to know how to react to a situation – when to ignore and when to intervene, and how to intervene, depending on the patron's level of behavior. We are using many ideas presented by Ryan Dowd; an overview can be seen on YouTube at <https://youtu.be/FYiEEhhrFh4>.

I have invited Vice-Mayor Mark Hatesohl to the library at his convenience in December for a personal introduction, tour of the facilities, and activities update. Maybe this could develop into an annual event with the City Commission, though I understand they are busy.

The election on November 8 went well and without incident. On the day of the election, a person representing the ACLU requested to be allowed to hand out support information to citizens who had concerns about the election or the polling place. We directed them to the sidewalk around the building, off library grounds, according to our policy concerning "[Canvassing, Peddling, and Solicitation](#)."

Looking forward, the budget season will soon be upon us early next year, and we will need to take a serious look at salaries, especially the service areas of the schedule. We are preparing for the annual Staff Development Day on February 20, when the library is closed to the public, and we use the day for, well... staff development. Soon we will be shoring up the timeline and preparing documents for the communitywide strategic plan.

IT Activity Report

- October was a busier month, with 123 open tickets and 145 completed.
- Continue to work with Collection Services to create a new ILL workflow.
- Upgraded Polaris Production and Training servers to the latest version: 7.3.
- Completed Phases 1 & 2 of the reorganization changes.
- Hired a new IT Support team member and are in the process of training him.
- Replaced 3rd-floor copier with a new unit.
- Added Time Sheets to Unity to allow better workflows for staff time accountability.
- Teri Barton worked with VITA to schedule their 2023 tax assistant program in our Collaboration Space & Classroom.
- Devin & Alex are working on getting new computers ready for deployment. This includes the Teen Zone, Content Creation Station, Law Computer, and other various staff workstations.

Operations and Administrative Services

- Winners of the bookmark contest have been announced. All of the designs are currently on display in the Children's Room.
- Holiday Cards were mailed to 366 library supporters after the Thanksgiving holiday.
- Library staff will enjoy breakfast together on Tuesday, November 29, and then decorate the library in a winter theme before we open at 9 a.m. The Mitten Tree will be placed in the atrium. Patrons were encouraged to donate new winter wear for local agencies. Items are distributed to the Crisis Center, Manhattan Emergency Shelter, Ogden Friendship House, Be Able Community Center, and the FIT Closet.
- Acquisitions Assistant Kandy Briggs retired on November 3rd after 26 years of service to the library. The position was filled internally by Sara Hupp, who has worked at the Circulation Desk since 2016.
- Allie Lousch is our new Community Engagement Professional. She will attend the November board meeting. Emma Chacey is graduating from K-State and moving on to other opportunities. Kellen Hight, a current K-State student, has been hired to take over the Community Engagement Assistant duties.
- We have five open positions: two Circulation Library Assistants, two Children's Librarians, and one Public Services Assistant.
- MLA voted at the November meeting to donate 85% of their 2022 revenue to the library. The final amount will be determined when all 2022 revenue is received. We are truly grateful for the support they provide.
- The 2023 book sale will be held April 28-30th at the City Park pavilion. The City Parks and Recreation Department has graciously offered the space without the rental fee again this year. We will work closely with them to help promote Parks and Recreation programs during the sale.

Public Services

Inspire Young Readers

Programs	# of Events	Attendance
Baby Rhyme Time	3	23
1's and 2's Storytime	6	238
3 & Up Storytime	6	101
Family Fun Storytime	3	44
Zoofari Tails Storytime	2	32
Kids DIY K-5	1	17
Be Prepared Survival Party K-5	1	26
Storywalk Indoors	1	50
Monster Mash Dance Storytime	3	116
Total	26	647

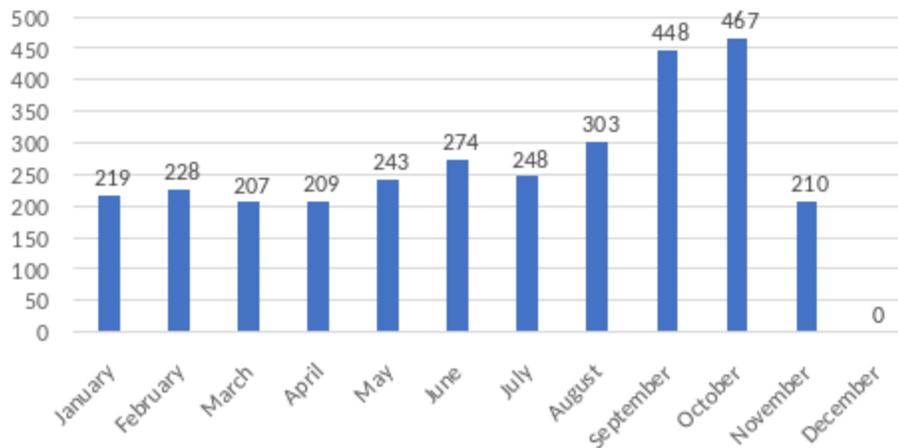
Other Projects:

- 1000 books before Kindergarten - 6 new registrations
- Check-up/Check-out – 27 coupons redeemed
- Books for Babies – 80 board books delivered
- Book Pick-Up Service – 1 Daycare
- Passive programs in Children's room –
 - Craft Table – Ledger art for Indigenous People's Day, paper bag squirrels, tissue paper Rangoli for Diwali, & 3-D paper pumpkins.
 - Early Literacy Table – “If you Give a Mouse a Cookie” activity – play oven, counting cookies and tracing numbers, book, and song/rhyme activity
 - The bulletin board in History was changed to feature Stonehenge, created by Alice.
 - cardboard turtle for kids to crawl in
 - I Spy display – Fall/spooky theme
 - School artwork was displayed by elementary art teachers. It will be up through November.
 - Bookmark contest entries are displayed on the wall in Children's.
 - Displays –
 - JF - Books about immigration experiences
 - Picture books – ADD/ADHD Awareness Month, Yom Kippur and Sukkot, Diwali, Indigenous
 - Mercury Column: “Stories to Share on Sweetest Day” by Jennifer Bergen

Engage Teens:

- 467 Teens visited the Teen Zone in October. We've had steady growth throughout the year (see chart).

Monthly Totals



Programs	# of Events	Teen Attendance
Anime	1	7
Dungeons & Dragons	2	11
DIY Night for Teens & Adults	1	3 Teens
Pokémon Club	1	5
	Total	26

Support Adult Reading, Viewing, & Listening:

- 1,121 questions were answered at the Reference Desk.
- Enjoy & Share – 113 books to the Manhattan Airport, K-State Jardine Apartments, Flint Hills Job Corps, and Rescare
- Homebound – 22 Patrons, 149 books delivered
- Displays – 425 books checked out from 7 displays.
- Mercury Articles –
 - “Indigenous K-State” by Audrey
 - “Read a Book or Three on Your Next Vacation” by Jared
 - “ReadMHK Explores the Refugee and Immigrant Experience Through Books” by Jan Johnson

Bring Technology Benefits to Everyone:

TTC Appointments	51
Consults	5
Assistive Tech Appointments	14
Senior Center Drop-In	1
Douglass Center Tech Outreach	3
Meadowlark Tech Drop In	6
Afghan Refugee – Basic computer & MPL resources	8
Basic Tech classes – 4 sessions	14
Total	102

Welcoming Space:

Program	# of Events	Attendance
Yak & Yarn	5	33
DIY Night for teens and adults	1	18 adults
Humanities Kansas Speaker	1	8
Partnered with Jr. League of the Flint Hills for Adopt-a-Family Registration	Unknown	Unknown
Partnered with KS Legal Services for Clean Slate Day	Unknown	Unknown
	Total	59

Security Incidents - 10

Staffing:

- Savannah Winkler has hired 2 part-time LA2s to fill open positions.
- Rachel has hired 3 part-time LA2s to fill open positions.
- Sara Hupp has accepted a position in Collection Services. Her circulation position is still open at this time.
- Gwendolyn Sibley resigned from her position as a children's librarian.
- Jennifer Hale resigned from their position as the adult program coordinator.
- Alex Lund accepted a position in MPL IT, thus resigning from his PS LA2 position.
- Megan Clark has resigned from her position as a Circ LA2.
- Current open positions:
 - 1 Part-time PS LA2; 1 Part-time Children's Librarian; 1 Full-time adult programming position; 1 Full-time Circ supervisor; 1 Full-time Circ LA2

Continuing Education & Training:

- Accessibility in Your Library – Niche Academy webinar – Hannah & Rhonna
- Kansas Library Association Conference – Rhonna, Rachel, & Savannah
- LGBTQ+ Leadership Symposium – Online discussion sponsored by the LGBT Resource Center at K-State – Jennie & Jan

Patron stories:

“I really enjoy visiting and listening to the staff and other attendees. I'm glad the [ReadMHK] Challenge continues. The Manhattan Library Staff is truly amazing.” – Pam B.

Old Business

None

New Business

Policy Changes on MNG 8 Meeting Room Use

The proposed policy change requires an email address in the room reservation system. If a person does not have an email address, they can still use the rooms and make the reservation by calling the library.

Policy Changes on policy 902 Personal Appearance of Employees

The proposed policy change allows staff to wear sweatshirts with library or reading images.

Policy Changes on policy 704 Parking

The proposed policy change requires staff to park in designated areas. The change adds that parking on the north side of the building on Poyntz is for patrons, and employees should not park there.

Linda Cook made a motion to approve the three policies with the changes discussed. Stacy Kohlmeier seconded, and the motion passed.

December 2022 Meeting and Preapproval of the December bills

Stacy Kohlmeier made a motion to cancel the December meeting and preapprove the December bills. Tara Coleman seconded, and the motion passed.

Executive Session -Director's Evaluation

Stacy Kohlmeier made a motion to adjourn to executive session at 4:45 p.m. and reconvene at 5:05 p.m. Linda Cook seconded, and the motion passed.

The meeting reconvened at 5:05 p.m..

Stacy Kohlmeier thanked Director Eric Norris for the work he did in his first year at the library. She made a motion to approve a 2% merit increase effective December 1, 2022, and a cost of living (COLA) increase of 3% on January 1, 2023. Tyler Darnell seconded, and the motion passed.

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, January 30, 2023, at 4 p.m. in the auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris