

Manhattan Public Library
Regular Meeting of the Board of Trustees
February 27, 2023

The February 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, Stacy Kohlmeier, Tara Coleman, Tyler Darnell, Tanya González, and Mayor Mark Hatesohl. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Directors Teri Belin and Rhonna Hargett. Jayme Morris-Hardeman was absent.

Public Comment

No public comment.

Approval of Minutes

Linda Cook made a motion to approve the January 30, 2023, minutes as presented. Tyler Darnell seconded, and the motion passed.

Financial Statement and Bills

February 2023 expenses:

Tax Fund/General Operations.....	\$ 222,026.02
Tax Fund/Employee Benefits.....	51,549.83
Grants, Fees, and Interest.....	764.60
Endowment Account.....	6,193.58
Capital Improvement.....	2,428.62

The business manager noted that tax distribution was received from the city. She mentioned that there has been a noticeable increase in utility expenses over the past two years. Expenses in all funds were routine this month.

Tanya González made a motion to approve the February financial statements and bills. Linda Cook 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

Linda Cook reported that the executive committee will meet in person on March 23rd.

Manhattan Library Association

Eric Norris said the MLA board discussed book sale preparations at their February meeting. The dates of the book sale are April 28-30, 2023. MLA's annual meeting is on April 12, 2023, in the Groesbeck room.

Manhattan Library Foundation

Elaine Shannon reported that the Foundation's annual meeting is scheduled for March 21, 2023, at 4 p.m. in the auditorium.

Director's Review Committee

No report.

Director's Report

Eric Norris, Director



- New “Community Space” in the previous Technology Center:
 - Consider options to rename the space.
- During the month of January, the supervisors, managers, and directors have been discussing communication throughout the library during the weekly Tuesday Meetings:
 - Developing a communication team to prioritize the discovery list.
 - Creation of an Idea Bank where ideas and concepts are tracked as projects.
 - Discussing a staff communication link using a platform to contact the director and track communications about issues, concerns, input, and ideas.
- KSU IMLS Entrepreneurial Grant Application is moving forward.
- PCI Compliance biannual training is needed this year for staff.
 - IT and Business managers are creating the training.
- Community collaboration opportunity discussions:
 - SNAP Benefits.
 - KSU Student access to library cards.
 - KSU Architecture second-year program building tour:
 - 5 one-hour tours of library space and philosophy scheduled.
- NCKLS Staff retreat is on Friday, Feb 24.
- Annual Financial Audit scheduled for Monday, Feb 27, through the next few days as needed.

IT Activity Report

- January has 141 tickets opened and saw 114 closed. With 2022 at a close, the IT department had a total of 1,158 tickets opened and 1,173 tickets closed.
- Continue to work with Collection Services to create a new ILL workflow
- Continue to work with Collection Services to find new workflows and technology to help keep our catalog up to date.
- Completed the new 2nd Floor Lab project. I have received a large number of positive patron comments.
- Updated Printers in the Reference Area and Children's room. These units are part of a service contract that will allow us to control spending on ink prices.
- Upgraded the Children's iPads to new versions. These iPads allow staff to create digital, interactive, and creative presentations to use during story time.
- Assisted AARP and Vita in booking rooms and setting up equipment for tax training and service.
- Worked with Eric and various Managers to complete the 2022 state report.
- Worked with the Business manager to complete 2022 end-of-year reports.

Operations and Administrative Services

- Carpet in the Children's Department was steam cleaned, and the Aesop's sculpture in the atrium was dusted and cleaned while the library was closed to the public during Staff Development Day.
- Boiler Room and Fire Alarm and Suppression Systems have been tested, and reports are pending.
- Poyntz Avenue stormwater drainage replacement project is ongoing.

Public Services

- Inspire Young Readers Programs: 11 total programs with 436 attendees
- 1,000 books before Kindergarten: 7 new registrations
- Check-up/Check-out: 26 coupons redeemed
- Books for Babies: 90 board books delivered
- Mercury Columns:
 - "Unique Picture Books for Kansas Day" by Jennifer Bergen
 - "YA Books about Civil Rights" by Savannah Winkler
 - "Healthy and Happy in 2023" by Rhonna Hargett
 - 380 Teens visited the Teen Zone: 6 events with 44 attendees
- Outreach: 2 KSU education classes came in for a presentation: 79 attended
- ReadMHK: 22 registrations and 43 listens to the Podcast
- Questions answered at the Reference Desk: 1,387
- Enjoy & Share: 69 books to the Manhattan Airport, The Towers & Pierre St., Flint Hills Job Corps, and ResCare
- Homebound: 25 Patrons, 163 books delivered
- Displays: 476 books checked out from 7 displays
- "Bring Technology Benefits to Everyone": 7 events with 73 participants
- "Welcome Space" adult programs: 7 events with 79 participants
- Continuing Education & Training:

- Children’s staff watched summer webinars from CSLP & NCKLS.
- Online Resource Scavenger Hunt: All PS staff
- Security Incidents: 5
- Harley Bienko was hired as a children’s librarian & for teen programming
- Patron Stories and Experiences:
 - One teen boy at the DIY Night was making the soup mixes for his friend’s mother who had just been diagnosed with cancer that week.
 - Jennifer helped a woman looking for a book while I was on a walkthrough. She had it and another title jotted on a piece of paper. Afterwards, I realized the title she wanted, Tiny Habits, was just reviewed by Jared in the column that weekend, as was the other title on her paper. It’s nice to see people coming in to get a book because they read the library column and were inspired by it.

Old Business

There was no old business.

New Business

- Staff Development Day – February 20 Overview

Eric reported that a committee of part-time and full-time staff chose topics for this year’s staff day. Book challenge policies were reviewed, a professor from Emporia State University gave a DEIB presentation, and officer French from the RCPD discussed police activity in the area and how staff can best help the police respond to incidents at the library.
- Strategic Planning with Coneflower Update

Eric stated that the library’s strategic plan is underway. The directors met with the consultants and submitted the information they requested. The plan will take place in stages. Stage one will consist of two surveys, one to staff & board and one to the public via social media. Stage two will involve 30 community members participating in an hour-long phone interview. Stage three will consist of a strategic committee that will meet on a Friday & Saturday. Towards the end of this year, the consultant will present their findings. Eric asked board members to recommend people who would be good candidates for the hour-long interviews.
- Policy Update – Personnel Policy

Teri Belin distributed printed copies of the updated personnel policy.

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, March 27, 2023, at 4 p.m. in the library’s auditorium.

Respectfully submitted by,

President Elaine Shannon

Director Eric Norris