

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

The November meeting of the Manhattan Public Library Board of Trustees was called to order at 4:00 p.m. by President Linda Cook. Present were board members Tanya González, Tara Coleman, Stacy Kohlmeier, Melissa Rosso, Lucas Loughmiller, and Mayor Mark Hatesohl. Also present were Library Director Eric Norris, Business Manager Jennifer Lund, and Assistant Director Teri Belin. Tyler Darnell was absent.

Public Comment

No public comment.

Approval of Minutes

Melissa Rosso made a motion to approve the October 30, 2023, minutes as presented. Mayor Mark Hatesohl seconded, and the motion passed.

Financial Statement and Bills

November 2023 expenses:

Tax Fund/General Operations.....	\$ 346,013.24
Tax Fund/Employee Benefits.....	52,946.31
Grants, Fees, and Interest.....	17,705.67
Endowment Account.....	54,828.95
Capital Improvement.....	39,234.05

The last payment to MEI for the elevator repair was made. The Children’s Library expansion bond payment for 2023 was recorded; there are 4 years left. The materials budget in the tax fund is spent out. We received a \$2,600.00 grant from USD 383 through MLA for the Books for Babies program.

Lucas Loughmiller made a motion to approve the November 2023 financial statements as presented. Stacy Kohlmeier seconded, and the motion passed.

Committee Reports

Building and Grounds

Eric Norris reported that the fire alarms are working correctly now. The alarms were going off unexpectedly while work was being done on the elevator.

Legislative

No report.

Finance

No report.

Policy and Planning

This item was discussed in the new business portion of the meeting.

North Central Kansas Library System

Linda Cook reported that NCKLS has an executive committee meeting on November 30th.

Manhattan Library Association

Eric Norris reported that MLA is planning on the book sale being held in the library auditorium on February 23-25. MLA also voted to give MPL 85% of their total receipts toward programming in 2024.

Manhattan Library Foundation

No report.

Director's Review Committee

See new business.

Director's Report

"Perhaps no place in any community is so totally democratic as the town library. The only entrance requirement is interest." – Lady Bird Johnson, environmentalist, businesswoman, political activist.

For later in the meeting, the process of going into Executive Session, according to [KSA 75-4319](#), is as follows:

Any motion to recess for a closed or executive meeting shall include (1) a statement describing the subjects to be discussed during the closed or executive meeting, (2) the justification listed in subsection (b) for closing the meeting, and (3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the public body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

Before the end of the year, we are working with WTC to upgrade the security cameras around the building. This will include replacing cameras and expanding camera coverage to include the Teen Zone, the Reference desk, the Children's Area desk, more coverage of the atrium, and both North and South entrances.

The elevator repair project is ongoing, but we are getting close. MEI-Total Elevator Solutions is in the process of making sure that all of the repairs connected to the state code updates have been met before moving forward with the final inspection. We are hoping to have a clear deadline after the Thanksgiving Holiday.

On December 4th, I am meeting with librarians at Hale to discuss a potential workshop about generative AI for information finding and exploring user tips, advice, and resources that might prove useful to the community. On the same day, I will be attending "Mental Health in the Workplace," a program put on by the Chamber of Commerce.

We now have three vending machines in the Friends' Community Room, and I am currently in conversation with WTC about putting a public-use phone in that space.

On January 9th, supervisors and managers will attend a three-hour training workshop given by Mike Henke titled "Promoting Positivity in the Workplace." We have reached out to the Riley County HR Department to see if they would be interested in partnering since the workshop can accommodate 35 people. We asked the City first.

Banned Patron – we recently put another "Lifetime" No Trespass on a patron that we were having ongoing, increasingly difficult, and troubling issues.

Throughout the month of November, all staff are going through Emergency Procedure Training.

Collection Management

- The annual newspaper count and biannual magazine count ran in October to help us track the usage of those collections.
- The new interlibrary loan patron interface went live on October 2, with much help from IT. It seems to be well received by patrons, and October saw the highest number of ILLs requested for our patrons so far this year. Due to the new setup, more patron requests are being declined because we can't borrow from the Kansas libraries; we're tracking this to see if we need to make more changes to our ILL setup in the future.
- We received a donation of children's books featuring children with Down syndrome.
- Our mending volunteer started helping with finishing new books.
- We weeded DEF in adult fiction, a portion of the 300s in adult nonfiction, and all of the young adult collections. We'll be taking a break from weeding for the rest of the year.
- We discovered some bibliographic records without call numbers in the appropriate field, which we have since re-cataloged.
- Crystal and Alex toured some local school libraries with Jennifer Bergen and Laura Ransom to look at shelving options.

	Oct 2023	Oct 2022	2023 Year to Date	2022 Year to Date
Collection				
Total size	134,863	134,647		
New items added	1,260	1,022	11,666	9,333
Purchase requests	112	107	1,140	1,112
Items finished	1,200	1,052	9,833	9,208
Items mended	131	131	1,941	1,537
Items withdrawn	1,438	1,019	14,264	12,855
Circulation				
Physical circ	37,605	38,004	402,441	396,731
Sunflower circ	12,372	10,352	119,855	98,454
Hoopla circ	3,148	3,200	32,398	40,066
Kanopy circ	770	860	8,323	7,220

Flipster circ	397	416	4,407	4,986
Database usage*	12,949	8,800	134,659	73,888
Interlibrary Loan				
ILLs lent out	192	246	2,377	2,312
ILLs borrowed	269	196	2,511	2,475

*missing Valueline stats for August 2023

IT Activity Report

- October had 86 tickets opened and 118 closed.
- Continue to work with Collection Services on various projects.
- IT and Collection Services launched the new ILL workflow.
- IT Staff completed the Children’s lab replacement project.
- Continued to move forward on the Mobile Application project.
- Installed a power switch in the Collaboration Space & Classroom to help with managing computer use in the room when not booked.
- Completed staff-wide PCI training for 2023.
- Setup and participated in the AI Conference with Hale Library
- Worked with staff to complete the 2023 MPL Inventory
- Assisted with the Elevator renovation project.

Operations and Administrative Services

Director’s Evaluation

- The Director’s Evaluation Committee will present an evaluation report to the board at the November meeting for approval. The board and Eric will adjourn into executive session to review the report and discuss possible goals for 2024.
- At the October meeting, the board decided to postpone finalizing 2024 goals until the January meeting, when more information about the strategic plan will be available. A preliminary discussion on Eric’s 2024 goals should happen in November and then be finalized at the January meeting. A signed document with the goals will be prepared after the January meeting.
- A vote to approve the board evaluation summary and Eric’s 2024 salary occurs in an open meeting.

Manhattan Library Association

- The book sale dates are set and take place at the library on February 23rd, 24th, and 25th, 2024. The night of Friday, February 23rd, is the members-only sale. This year it will be held here. We will have more information on volunteer opportunities at the January meeting.
- A fall MLA newsletter was mailed in October.
- The [MLA membership drive](#) will start in January. MLA had 331 members in 2023. This was an all-time record. Thirty-two members have already submitted their memberships for 2024.
- MLA voted to donate 85% of their 2023 revenue to the library to support programs and activities. The final amount will not be determined until receipts are counted after December 31st.

- The MLA board shared that they would be interested in helping to fund other small projects as needed. Staff have been invited to share their ideas.

Staff Activities

- On Tuesday, November 28th, library staff will arrive to work early, enjoy a hot breakfast, and have fun decorating the library for winter before we open at 9 a.m. The library will be decorated with a winter theme (snowflakes, mittens, penguins, etc.) A tree will be in the atrium where community members donate new hats, mittens, and gloves for us to distribute to local agencies like Be Able, The Fit Closet, the Ogden Friendship House, and the Manhattan Emergency Shelter.

Community Engagement

- The annual thank you card was mailed to library supporters and stakeholders early this month.
- T-shirts and bags with the “READ” graphic will be available to purchase for a limited time after Thanksgiving. All adult shirts are purple, and youth shirts are grey. Shirts will sell for \$8 regardless of the size. Tote bags are \$2.



Hiring

- We have three positions to fill. Interviews are underway for the Teen Librarian and Community Engagement Coordinator. Applications are being reviewed for the Circulation Supervisor position.

Public Services

- Inspire Young Readers Programs: 33 total programs with 871 attendees
- Check-up/Check-out: 22 coupons redeemed
 - Allie and Rachel Carnes worked together to redesign the brochures and received a grant from the Rotary Club for printing. The brochures will be printed and distributed in November.
- Book Pick-Up Service: 2 groups, 90 books
- Books for Babies: 120 books delivered
- 119 participated in the StoryWalk Indoors, featuring the book “Dragons Love Tacos.”
- 1000 Books Before Kindergarten: 7 new sign-ups, 5 earned rewards
- Passive programs in Children’s room:
 - Craft Table – Itsy-Bitsy Spider, Bat paper puppet, paper squirrels, pumpkins (Steph)
 - Magnet board in JBR – Rhyming Activity
 - The 6 by 6 early literacy activity table is based on *Still This Love Goes On* by Indigenous author Buffy Sainte-Marie, created by Rachel Carnes. Activities include bongo drums, a color and erase board, dry-erase writing, a QR code to the author singing the book as a song, and a flannel board with weather symbols.
 - I Spy case – *Wizard of Oz*, mixed with Back to School (Cassie)

- Animals Neighborhood table – matching Kansas animals to their habitats, dens, or nests
- Student artwork from USD 383 art teachers was hung up around the room.
 - Displays: J Fiction – Fantasy; Picture books; Book Menu updated with new lists
- 367 Teens visited the Teen Zone: 5 events with 36 attendees
- Outreach:
 - EMS Reads Night: 60 Attendees, 3 Library Card Signups
 - Bluemont Family Literacy Night: 82 Attendees, 7 Library Card Signups
 - Manhattan Welcome Club (Wandean): 50 Interactions
 - TBI Support Group: 7 Interactions
 - Homeschool Group Tour: 30 Attendees
 - ReadMHK: 8 listens on the podcast
- Questions answered at the Reference Desk: 1,661
- Enjoy & Share: 160 books to the Airport, Cats Cupboard, Flint Hills Job Corps, and Flint Hills Breadbasket.
- Homebound: 35 Patrons, 168 books delivered
- Displays: 589 books checked out from 7 displays, plus 1 two-week displays
- Manhattan Mercury Columns:
 - “I’ve never been in a book club” by Rachel Cunningham
 - “Paranormal Romance Reads” by Audrey Swartz
- “Bring Technology Benefits to Everyone”: 6 events, 61 attendees
- “Welcome Space” adult programs: 9 events, 64 attendees
- Continuing Education & Training:
 - Jared & Rachel – Began an 8-week Library Management Training course through Library Journal.
 - All Public Services – MPL Website Scavenger Hunt
- Incident Reports: 3; Behavior Reports: 4

Patron Stories and Experiences:

- Harley and Jennifer were working at the Children’s desk one day when a girl and her mom were in the Children’s Room, and the girl was using one of our expo markers to write on the whiteboard side of the flannel board. Her mom came up thinking she was doing something “bad,” and then the little girl said something along the lines of “No, Mom, I’m just writing about the library and how great it is.” After the pair left, Harley went to check out exactly what the girl wrote. It was a large doodle of a cat, and the bottom said, “Come to the library every day; you read and have fun.” It was very sweet.

URLs for the Links Included in the Director’s Report:

KSA 75-4319: https://www.ksrevisor.org/statutes/chapters/ch75/075_043_0019.html
 MLA membership drive: <https://mhklibrary.org/home/manhattan-library-association/>

Old Business

None.

New Business

Policy Change: Personnel Policy 803-Personal Leave

Eric Norris spoke about the policy changes included in the packet. There will be an extra personal day added to any non-exempt LIC’s PTO per year.

Tara Coleman made a motion to accept the policy change as presented. Lucas Loughmiller seconded, and the motion passed.

December 2023 Meeting and Pre-approval of the December bills

Eric Norris noted that there is typically no meeting in December.

Stacy Kohlmeier made a motion to not have a December meeting and to pre-approve the December bills. Tanya González seconded, and the motion passed.

Set Meeting Dates for 2024

Eric Norris asked if the board wanted to keep the meetings on the last Monday of every month, with the exception of May due to Memorial Day. In May 2024, we will move the meeting up to the 20th.

Lucas Loughmiller made a motion to have the meetings on the last Monday of each month, with the exception of May 2024. Melissa Rosso seconded, and the motion passed.

Director’s Evaluation – Executive Session

Tara Coleman made a motion to adjourn to executive session at 4:40 p.m. and reconvene at 5:00 p.m. Lucas Loughmiller seconded, and the motion passed.

The meeting reconvened at 5:00 p.m.

Linda Cook made a motion to approve a 3% merit increase effective December 1, 2023, and a cost of living (COLA) increase of 3% on January 1, 2024. Lucas Loughmiller 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 on Monday, January 29, 2024, at 4 p.m.

Respectfully submitted by,

President Linda Cook

Director Eric Norris