

Manhattan Public Library
Regular Meeting of the Board of Trustees
August 29, 2011

The August meeting of the Manhattan Public Library Board of Trustees was called to order at 4:02 p.m. by President Todd Simon. Present were board members Mayor Jim Sherow, Janet Duncan, Bill Lansdowne, Brice Hobrock, and Karen Roberts. Library Director Linda Knupp and Business Manager Jennifer Lund were also present. Tom Giller was absent.

Public Comment

There was no public comment.

Approval of Minutes

Janet Duncan moved to approve the July 25, 2011 minutes as corrected. Bill Lansdowne seconded and the motion passed.

Financial Statement and Bills

August 2011 expenses were:

Tax Fund/General Operations.....	\$ 141,221.46
Tax Fund/Employee Benefits.....	17,721.97
<i>Grants, Fines, Fees, and Interest</i>	<i>14,450.20</i>
<i>GFFI CIP</i>	<i>0.00</i>
GFFI Total.....	14,450.20
<i>Endowment Account</i>	<i>8,074.29</i>
<i>Endowment Account CIP</i>	<i>0.00</i>
Endowment Account Total.....	8,074.29

Linda Knupp summarized the August financial statement. Tax account expenses were largely due to the annual Polaris contract and debited from the technology maintenance fund. The workers compensation account in the employee benefits fund was credited with a reimbursement from NCKL. An NCKL grant of \$5,000.00 was credited to the grants, fines, fees, and interest account. The maintenance account balance reflects ongoing care of the air conditioning units. Linda Knupp mentioned that she and Jennifer Lund are going to investigate the credit card processing and collection services to see if we are getting a good return on the investment.

Brice Hobrock made a motion to approve the August financial statement and bills. Karen Roberts seconded and the motion passed.

Mayor Jim Sherow joined the meeting at 4:15 p.m.

New Business

Partners in Philanthropy Contract

Todd Simon reviewed the contract and Linda Knupp mentioned Mike Maude would like to give a presentation to the MPL, Foundation and Association board members involved. Mayor Jim Sherow asked why this company was selected for the project. Todd Simon stated they were selected due to their close geographical location, they were one of the least expensive options reviewed, and have experience working in the Manhattan area. Linda Knupp said she would coordinate the meeting date and time.

Karen Roberts moved to accept the contract and Brice Hobrock seconded, the motion passed.

Committee Reports

Building and Grounds

Bill Lansdowne mentioned that in addition to maintenance issues outlined in the director's report, the steam boiler in the west building passed state inspection. He also mentioned concrete work needs to be done on the southwest corner of the building for patrons in wheelchairs. Linda Knupp will contact BHS Construction to submit a cost on that project.

Legislative

No report.

Finance

No report.

Policy and Planning

Brice Hobrock mentioned he had no policy or planning report but wanted to know about the cost of living raise approved by the city. The mayor reported a 3.5% increase was approved for city employees. Linda Knupp verified that a 2% increase was approved for library employees. Todd Simon said that this will put library salaries behind city salaries and that the board may elect to address the disparity in the 2013 budget year.

North Central Kansas Libraries

Janet Duncan reported that NCKL had their annual meeting August 4, 2011. She said they are struggling with the state budget cuts. Linda Knupp added that there is further information about NCKL in the director's report.

Manhattan Library Association

Karen Roberts referred the board to the director's report for MLA news.

Manhattan Library Foundation

No report.

Director's Report

Programs and Services

The library began offering patron-initiated interlibrary loan service in August. Customers may place their own interlibrary loan requests via the Internet, after an initial

registration. Requests may still be made with staff. We will monitor use to see how this changes work routines.

Summer Reading activity ended in July. A total of 2,952 people participated in the program including 2,232 children, 325 teens, and 395 adults. This is a 287 increase in participation over 2010. Janene Hill, YA librarian, has shared a written report in the board packet. The increase in the number of teens participating in the program is notable.

Claflin Books and Copies worked with Jeff Moore Photography to create posters featuring Bill Snyder reading the 2012 Kansas Reads selection, *Our Boys* by Joe Drape. On Saturday, August 27th, the library will be giving away copies of the poster to customers who share their favorite title and photo on the library's Facebook page

Ann Pearce was interviewed for a podcast on Konza radio about the Assistive Technology Center. The podcast is on the radio's website under the "nonprofit" link.

The library's two Langford paintings are on loan to the Beach Museum of Art for the exhibit "Art and Psychology: The Work of Roy Langford," from September 14th to December 19th. The exhibition is part of a celebration of the Department of Psychology's 60th anniversary and ties in with the theme of positive aging. Dr. William Thomas will speak on "Eldertopia: How Elders Will Change the World," September 21st on campus. The library will also assist in promoting the cooperative activity with bibliographies and displays.

Pediatric Associates donated \$1,000 for children's services in honor of Dr. Graham Rose's retirement. PA has been a strong partner in Summer Reading and Kansas Reads to Preschoolers activities.

Upcoming events:

- September 12 - Fall programs for children and teens
- September 22 - Author visit – Susan Campbell Bartoletti, author of *The Boy Who Dared*, William Allen White 2011 award winner.
- September 25 – Author visit – Lori Roy, author of *Bent Road*
- September 28 – Toddler Fair co-sponsored with Mercy Regional Hospital

Building and Grounds

Air handler unit #1 on the west side of the building is leaking a bit. When summer ends, Thermal Comfort Air will drain the system, dry out the unit, and thoroughly inspect the inside. TCA has previously noted rust and on further inspection will determine if the bottom can be lined with a spray-on coating, or need total replacement. The unit is over 40 years old.

The lighting project is complete. Some follow up work was required to tweak the specs that shut off lights in public places including the Groesbeck room, reading room and storytime room. The work crew with Trane and RTS did an excellent job with no interruption to service.

A crack in a small pipe connected to the main pipe of the fire/sprinkler system leaked water, which could have resulted in problems with the pressure sensor of the system. Fortunately it did not. Water to the east side of the building was shut off the morning of August 23 while Thermal Comfort Air made the repair. When the water was turned on, the urinals on the second floor went off like fountains. The overflow was managed before it hit the carpet.

Furniture and shelving for the new Friends corner has arrived. MLA will begin moving materials over Tuesday, August 30th. Plans to close the west entrance will proceed next week.

Staff

John Pecoraro will be the next Assistant Director of MPL. He begins work on October 10th. For the past six years John has worked as a coordinator for the Big Country Library System, serving a 32 county area of Texas. He also has several years of experience as manager of the South Branch of the Abilene Public Library, a busy branch, where he supervised public service staff. His experience with supervising staff, planning and implementing library technology, and policy development will be very valuable for Manhattan.

Staff covered by the library's health insurance participated in the city's annual health assessment.

NCKL and Statewide Issues

The annual North Central Kansas Libraries System meeting was held August 4th. The system board passed the annual budget and goals for 2012.

The Kansas State Library staff presented a meeting in Manhattan to get feedback on database selection for FY 2012-2013. As noted last month, the Kan-ed budget for online content was cut in half for 2011-2012. We expect all Kan-ed funding for content to be eliminated for 2012-2013. The state librarian will be asking individual libraries to contribute from their budgets for database content. She has also indicated she intends to sign a contract with 3M for shared access to ebooks and will be asking individual libraries to contribute to this endeavor as well. The current state contract for downloadable media with Overdrive ends December 1st. 3M's new product will be available in the first quarter of 2012, but a specific date is unknown.

I will be attending the Association of Rural and Small Libraries on behalf of the North Central Kansas Libraries System in Frisco, Texas from September 8 to 11.

Other

On October 7th at 4pm, the fundraising committee of the MPL, Foundation, and Association boards will meet with Mike Maude of Partners in Philanthropy. The committee includes Todd Simon, Janet Duncan, Karen Roberts, Brice Hobrock, Heather Lansdowne, Bob Haines, Helen Cooper, Susan Adamchak, Earl Allen, and John Walters.

The Manhattan Library Association met in August. Dates for the spring book sale have been set for March 2-4. Dates for the spring book discussion series are set for the fourth Thursday evening of each month from January to April. The TALK theme for 2012 is "The Afro-American Experience."

New MLA board members are Linda Gallagher, Carol O'Neill, Bob Newhouse, and Candy Russell.

Old Business

Preparation for Work Session with City Commissioners

Mayor Jim Sherow reported that a work session with the city commissioners will occur. Linda said City Manager Ron Fair communicated that the work session could be held at the library during the October board meeting. Todd Simon asked the mayor what, specifically, commissioners want to discuss. The mayor stated that a charter ordinance determines the governing structure and budget authority of the library board. Board members agreed that it would be best to hold the meeting at a regular work session which would be Tuesday, October 25 or November 8. Normally these work sessions start at 5 pm. The mayor mentioned that public attendance at the meeting may be light unless a special effort is made to publicize it.

Adjournment

There being no further business, the meeting was adjourned. The next meeting will be Monday, September 26, 2011 at 4:00 p.m. in the board room of the library.

Respectfully submitted by,

President Todd Simon
Director Linda Knupp