

# MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

April 25, 2016

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:37 p.m.

## **ROLL CALL:**

### Present (voting member):

Robert Braam, Kim Ciuffini  
Keri English, Kelly Davis  
Chris Sunday, Chris Boeringa

### Not Present:

Sharon Gill

### Library Staff:

Ashley Hopper, Director  
Nicole Silberman, Admin. Assistant

**CHANGES TO AGENDA:** None

**PUBLIC COMMENT:** None

**AUDIENCE TO VISITORS:** None

**MINUTES:** Approved as written

**CORRESPONDENCE:** Received an email from Mr. McWilliams, principal of Manhattan School District with praise and gratitude of the Childrens' Services Manager, Mary Blatti, for her outreach with the elementary schools. Mr. Ragon also shared positive feedback of the library programs and services and has agreed to allow the library to host a "Bike-a-thon" event at Wilson Creek Elementary school on June 4 as part of a Summer Reading Program kickoff.

**FINANCIAL REPORTS:** Filed for audit

**DIRECTOR'S REPORT:** The library received a letter indicating the per capita grant award. Director Hopper will meet with an eagle scout to discuss a potential service project for the library.

**PAYMENT OF SPECIAL BILLS:** None

## **COMMITTEE REPORTS:**

**Bylaws** – Committee recently met to discuss the following changes to the Bylaws: Exhibits to be moved into the actual document rather than additional document. Updated the "Statement of Principles" to say "Board of Trustees accepts.... (list of principles and exhibits). Added a damaged materials and photography policy (for posting on social media) and removed outdated tornado policy. Secretary Ciuffini motioned to accept proposed changes and Trustee Davis seconded the motion. Motion passed unanimously with a roll call vote.

**Serving our Public:** Trustee Davis reviewed and discussed Chapters 9 (Programming) and 10 (Marketing). Secretary Ciuffini will review Chapters 11 and 12 for May meeting.

## **UNFINISHED BUSINESS:**

**Parking Lot Project:** Received final waiver of lien from Bisping Construction and final payment of \$66,889.77 was made, officially bringing the parking lot project to a close.

## **NEW BUSINESS:**

**Meeting Room Policy** – Discussed opening the meeting room this summer to allow tutors to meet with students. Policy will be amended with rules stating they cannot advertise their tutoring services at the library and that the room will be open on a first come first serve basis, no personal reservations. A sign will be posted with these guidelines.

**RAILS Member update** – The process has begun of creating a tiered system of standards for libraries to meet. These standards are in the preliminary stages and an effective date has not yet been determined.

**Executive Session** – Trustee Davis recused herself as discussion of employee compensation will take place. Vice President Braam motioned and Treasurer English seconded the motion to enter Executive session at 6:00pm. The Board moved out of executive session at 6:52 p.m. A motion was made by Secretary Ciuffini to adjust the Director’s Salary as discussed in executive session and to change the amount paid to staff for education reimbursement as discussed in executive session. This was seconded by Trustee Boeringa. A roll call vote was taken, with 5 in favor, and 2 absent. A motion was made by Secretary Ciuffini to change the Library paid portion of the Health Insurance Benefit to 90% of total cost. This was seconded by Trustee Boeringa. Roll call vote taken, with 5 in favor and 2 absent.

**AUDIENCE TO VISITORS:** None

**ADJOURNMENT:** 6:54pm

Respectively submitted,

Nicole Silberman, Administrative Assistant