

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

November 28, 2016

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:33 p.m.

ROLL CALL:

Present (voting member):

Sharon Gill, Robert Braam

Kim Ciuffini Keri English,

Kelly Davis, Christine Boeringa

Not Present:

Chris Sunday

Library Staff:

Ashley Hopper, Director

Nicole Silberman, Admin. Assistant

CHANGES TO AGENDA: Discussed possibility of updating the wording of the firearm policy in our bylaws. Further discussion will take place in 2017.

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: None

MINUTES: Meeting minutes from October 24, 2016 were approved as written.

CORRESPONDENCE: None

FINANCIAL REPORTS: Filed for audit.

DIRECTOR'S REPORT: Discussed patron count numbers to be used in the monthly director's reports and annual report. There are still trustee openings for the April 4, 2017 elections; Trustee petitions must be filed between December 12-19, 2016.

PAYMENT OF SPECIAL BILLS: None

COMMITTEES:

Serving our Public: Secretary Ciuffini reviewed and discussed Chapters 3 (Personnel) and 4 (Facilities). President Gill will review Chapters 5 and 6 for the January, 2017 meeting.

Personnel Policy: Discussed changing the personnel policy to allow staff to carry over 80 hours (2 weeks) rather than 40 hours (1 week) at the end of the year. Motion was made by Vice President Braam and seconded by Trustee Davis to update the policy with this change. Motion passed unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Ordinance 16-4 (Amended): Section 2 of Tax Levy Ordinance #16-4 was amended. Motion by Trustee Davis and seconded by Trustee Boeringa to amend the policy. Motion passed unanimously with a roll call vote.

Executive Session: Vice President Braam motioned and Treasurer English seconded the motion to enter Executive session to discuss staff compensation. Motion passed unanimously and Executive session began at 5:10pm. The Board moved out of executive session at 6:51 p.m. Vice-president Braam made a motion to implement the salary changes and distribute employee year-end bonuses as recommended in executive session. This was seconded by Trustee Ciuffini. Roll call vote was taken, with all present in favor.

AUDIENCE TO VISITORS: None

ADJOURNMENT: 6:52

Respectively submitted,

Nicole Silberman, Administrative Assistant