

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

March 27, 2017

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:31 p.m.

ROLL CALL:

Present (voting member):

Sharon Gill, Kim Ciuffini,
Keri English, Kelly Davis,
Christine Boeringa

Not Present:

Robert Braam
Chris Sunday

Library Staff:

Ashley Hopper, Director
Nicole Silberman, Admin. Assistant

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: Jan Krekel

MINUTES: Meeting minutes from February 27, 2017 were approved as written.

CORRESPONDENCE: None

FINANCIAL REPORTS: Filed for audit.

DIRECTOR'S REPORT: Library will be closed on Thursday, May 25, 2017 for a staff in-service. The library may also possibly close in August for staff to attend an off-site workshop.

PAYMENT OF SPECIAL BILLS: None

COMMITTEES:

Budget: Committee will meet on Monday, April 10, 2017 at 4:30pm to discuss 2017-18 tentative budget.

Serving our Public: Treasurer English reviewed and discussed Chapter 9 (Programming) & Chapter 10 (Marketing, Promotion, and Collaboration). Trustee Boeringa will review Chapters 11 & 12 for next month.

UNFINISHED BUSINESS:

Pavilion Update: A total of 12 bid packages were picked up and 4 bids were returned. Treasurer English motioned and Trustee Davis seconded the motion to award the bid to lowest bidder, G & R Builders, as recommended by architect Andy Partak, Jr. Motion passed unanimously by a roll call vote.

NEW BUSINESS:

Personnel Policy Change: Discussed changing the meal break policy to specify part time employees working 6 or more hours per day must take a one half hour non-paid break in the middle of their shift. (The policy previously stated 5 hours.) Trustee Davis motioned and Treasurer English seconded the motion to update the personnel policy accordingly, with all in favor.

Banking Changes: Director Hopper recently met with the accountant to discuss consolidating some of the line items on the tentative budget, which would significantly reduce publishing costs. It was also discussed closing the savings account for "capital campaign" and moving this money into the "building fund" in the general account. Finally, discussed opening short term CD with money in building fund.

ADJOURNMENT: 5:31pm

Respectively submitted,

Nicole Silberman, Administrative Assistant