

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

February 28,2022

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:34 pm.

ROLL CALL: Present: (voting members): Sharon Gill, Patti Blatti, Bob Braam, Julie Mason, Keri English, Krislette Smeets **NOT PRESENT:** Jan Krekel

Library Staff: Ashley Hopper, Director; Marcy Juarez, Admin. Assistant

CHANGES TO AGENDA: None.

PUBLIC COMMENT: None.

AUDIENCE TO VISITORS: None.

MINUTES: Minutes from January 24, 2022 board meeting were approved as written.

CORRESPONDENCE: Jackson Generation summons.

FINANCIAL REPORTS: January Financials will be filed as presented.

PAYMENT OF SPECIAL BILLS: None.

DIRECTOR'S REPORT: Director Hopper reported on the Attorney General's website being updated and that the Board should complete their OMA and FOIA training at their earliest convenience. There were several new staff members hired both clerks and pages.

ESSENTIAL BUSINESS:

Operations & Hours Update: Discussed continuing to follow the CDC guidelines on masking and vaccination protocols. It will be recommended that staff continue to wear masks on the floor.

Elwood Accessory Building: The building plan was presented at the Elwood Village Hall and their board voted to approve consideration of the project. More details and planning will be held with the architect and then will be presented to the Elwood Village Board for approval.

IT Services Reconsidered: The library has met with a few other IT companies to provide an array of services to the library with a focus on updating the systems in the library.

Financial Investment Changes: PMA will work with the library on a funding plan to improve investment returns. A motion was made to obtain investment options for the library to be presented at the next meeting by Trustee Braam and seconded by Trustee English. Motion passed unanimously with a roll call vote (Krekel not present).

Bylaw and Policy Review: A new policy layout will divide the policies into 5 categories: Administration, Collection and Circulation, Services, Facilities and Exhibits. This layout will provide a more intuitive way to search for information. A motion was made to update the layout of the policy document by Trustee Blatti and seconded by Trustee Smeets. Motion passed unanimously with a roll call vote (Krekel not present).

ADJOURNMENT: 5:56 pm

Respectively submitted,
Marcy Juarez, Administrative Assistant

