

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

April 27, 2020

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District took place virtually on Zoom and was called to order at 4:30 pm.

ROLL CALL: Present: (voting members): Sharon Gill, Robert Braam Keri English, Kim Ciuffini Jan Krekel, Terry Ralston, Patti Blatti
Library staff: Ashley Hopper, Director; Nicole Silberman, Admin. Assistant

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: None

MINUTES: Minutes from February meeting were approved as written. (March meeting was cancelled due to pandemic)

CORRESPONDENCE: Letters received from Joliet regarding property annexations.

FINANCIAL REPORTS: Filed for audit

PAYMENT OF SPECIAL BILLS: Waiting for additional estimates for sealcoating and restriping of parking lot. Vice President Braam motioned and Trustee Ralston seconded the motion to approve parking lot maintenance expenditure, not to exceed \$3,700. Motioned passed unanimously with a roll call vote.

DIRECTOR'S REPORT: Intergovernmental agreements for the issuance of library cards to students in the Manhattan 114 and Elwood 203 school districts were recently adopted. Discussed the library's response to the closure during the pandemic, including staff tasks and projects being completed from home as well as future plans to keep staff working and on the payroll.

Budget Committee: The budget committee met (virtually) on Monday, April 20, 2020 to finalize working budget for 2020-2021 fiscal year. Treasurer English motioned and Secretary Ciuffini seconded the motion to accept the working budget as recommended by the budget committee.

ESSENTIAL BUSINESS: Pandemic Response – Director Hopper has been in regular communication with local government officials and library system officials to receive updates and plans for the future during this unknown and constantly changing situation. Discussion of possible changes to come in the future include curbside pickup of library materials and the shortening the hours that the library is open to the public. It was agreed that most employees will continue to work from home and will start coming into the building in a safe, socially distant way. In an effort to minimize the amount of time employees spend in the building, Trustee Braam motioned and Treasurer English seconded the motion to approve a temporary change to the personnel policy that staff is not required to take a lunch break on a shift of less than 7.5 hours. Motion passed unanimously. In addition, a few part time employees who were unable to perform tasks remotely have been furloughed.

Executive Session: It was agreed to table entering executive session as general discussion of employment concerns took place in regular session.

ADJOURNMENT: 5:58 pm

Respectively submitted,

Nicole Silberman. Administrative Assistant