

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

January 25, 2021

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District took place virtually on Zoom and was called to order at 4:32 pm.

ROLL CALL: Present: (voting members): Sharon Gill, Robert Braam, Kim Ciuffini, Keri English, Jan Krekel, Patti Blatti.; Not Present: Terry Ralston
Library staff: Ashley Hopper, Director; Nicole Silberman, Admin. Assistant

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: Kathryn O'Connor from HR Source

MINUTES: Minutes from November board meeting were approved as written. Closed Meeting Certification form stating there were no closed session meetings from July – December 2020 was signed by Sharon Gill.

CORRESPONDENCE: We received a letter stating that PrairieCat was joining IMRF (Illinois Municipal Retirement Fund).

FINANCIAL REPORTS: Filed for audit

PAYMENT OF SPECIAL BILLS: None

DIRECTOR'S REPORT: The library reopened to the public on 1/22/21. Director Hopper informed the board that end of the year vacation payouts were significantly lower than originally expected as a result of allowing a temporary change for staff to carry over an additional week of unused vacation.

Essential Business:

HR Source Benchmarking Study –Kathryn O'Connor presented the results of the Employee Compensation Benchmarking study. The project included evaluating library job descriptions and creating a new pay grade structure to ensure our library employee compensation is comparable to industry standards for similar positions. Treasurer English motioned and Vice President Braam seconded the motion to approve the new pay grade structure created by HR Source. Motion passed unanimously with a roll call vote.

Personnel Policy – Discussed updating the Personnel Policy to add the newly implemented IMRF information under "Retirement Plan." Trustee Blatti motioned and Treasurer English seconded the motion to approve the Personnel Policy with said changes. Motion passed unanimously with a roll call vote.

Micro Pantry Addition: Discussed the recent request from community member to install a small structure to be used as a micro pantry on library property. Discussion was tabled so that Director Hopper can obtain more information about possible legal and liability issues from the library's attorney.

2021 Closed Dates: Discussed holiday closings for 2021, specifically being closed on Monday, July 5 in observance since July 4 falls on a Sunday. Trustee Blatti motioned and Vice President Braam seconded the motion to approve the closed dates for 2021 as presented. Motion passed unanimously.

ADJOURNMENT: 5:46 pm

Respectively submitted,

Nicole Silberman. Administrative Assistant