

# MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

November 22, 2021

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:36 pm.

**ROLL CALL:** Present: (voting members): Sharon Gill, Patti Blatti, Krislette Smeets, Julie Mason  
Library Staff: Ashley Hopper, Director; Marcy Juarez, Admin. Assistant

**NOT PRESENT:** Keri English, Bob Braam, Jan Krekel

**CHANGES TO AGENDA:** None.

**PUBLIC COMMENT:** None.

**AUDIENCE TO VISITORS:** None.

**MINUTES:** Minutes from October 25, 2021 board meeting were approved as written.

**CORRESPONDENCE:** None.

**FINANCIAL REPORTS:** September Financials will be filed as presented.

**PAYMENT OF SPECIAL BILLS:** None.

**DIRECTOR'S REPORT:** Director Hopper reported on the library stats, upcoming holiday closures, outreach activities.

## **ESSENTIAL BUSINESS:**

**Operations & Hours Update:** Discussed library hours for 2022. Based on the average numbers per hour reports from the last quarter, it was decided that the library hours will be:

Monday - Thursday 10AM -6PM    Friday - 10AM - 5PM    Saturday - 10AM - 2PM

We will continue to track the monthly trend and revisit operation hours for the spring/summer.

A motion was passed with a unanimous roll call vote.

**Upcoming Changes in 2022 and Planning for the Future:** Staff is working on weeding departments to make room to shift the teen section to the adult area. Shelving will be purchased this year to utilize in transferring the teen department to the front of the library. The current teen section will be made to appeal more to middle school kids.

**2022 Holidays and Closings:** The holiday list is following all preceding years as well as the bylaws. A motion was made to pass the holiday schedule with a unanimous roll call vote.

**Vaccine Policy Update:** It was discussed to hold off on any updates for a vaccine policy until the January meeting.

**ADJOURNMENT:** 5:50 pm  
Respectively submitted,

Marcy Juarez, Administrative Assistant