

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

January 24,2022

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

ROLL CALL: Present: (voting members): Sharon Gill, Patti Blatti, Bob Braam, Julie Mason, Keri English, Jan Krekel

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

NOT PRESENT: Krislette Smeets

CHANGES TO AGENDA: None.

PUBLIC COMMENT: None.

AUDIENCE TO VISITORS: None.

MINUTES: Minutes from November 22, 2021 board meeting were approved as written.

CORRESPONDENCE: Will County Clerk December 2021; Polsinelli January 2022

FINANCIAL REPORTS: November and December Financials will be filed as presented.

PAYMENT OF SPECIAL BILLS: None.

DIRECTOR'S REPORT: Director Hopper reported on the library stats, hours, holiday outreach parade, YA section change, and future planning for the library.

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 -7PM Friday - 10AM - 5PM Saturday - 10AM - 2PM

A motion to change the closing time to 7PM was made by Trustee Mason and seconded by Trustee Braam.

Motion passed unanimously with a roll call vote (Smeets not present).

Future Planning: The future planning for a possible larger space for the library was discussed. The upcoming budgets will begin to reflect some changes to adjust for the planning of a larger space.

New Shelving Purchase: New shelving is needed for the kids department, after rearranging the Young Adult department. The new shelves and a new outdoor book drop will be purchased for a total amount of \$24,316.

A motion was made to purchase the new shelving and new book drop by Trustee Braam and seconded by Trustee English. Motion passed unanimously with a roll call vote (Smeets not present).

Elwood Accessory Building: The building of a small book pick-up site utilizing smart lockers was discussed. The current budget has \$60K set aside for a small structure on the grounds of the Elwood Village Hall. Director Hopper is working with the Elwood Village Administrator on plans for the structure.

Technology Plan: The update Technology Plan was presented for the years 2022-2025. A motion was made to adopt the Technology Plan as written by Trustee English and seconded by Trustee Braam. Motion passed unanimously with a roll call vote (Smeets not present).

IGA with Illinois Libraries Present: Illinois Libraries Present is a RAILS partnership to coordinate virtual big name author events to area libraries. To be a member they require an IGA to be signed and on file. The

membership cost is \$200 and goes through June of 2022. A motion was made to sign the IGA and become a member of the ILP by Trustee Mason and seconded by Trustee English. Motion passed unanimously with a roll call vote (Smeets not present).

Policy Update for Fees and Charges: A poster printer was purchased by the Friends of the Library for staff and public use. The library will need to update the policy to include a fee schedule for public use of the printer. *The Manhattan-Elwood Library District will charge a fee of \$20 for the printing of posters for both residents and non-residents of the district. Printing services may not be available at all times and appointments are encouraged.* A motion was made to update this for the library policies by Trustee Braam and seconded by Trustee Mason. Motion passed unanimously with a roll call vote (Smeets not present).

ADJOURNMENT: 6:39 pm

Respectively submitted,

Marcy Juarez, Administrative Assistant