

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

March 28,2022

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

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

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

CHANGES TO AGENDA: None.

PUBLIC COMMENT: None.

AUDIENCE TO VISITORS: None.

MINUTES: Minutes from February 28, 2022 board meeting were approved as written.

CORRESPONDENCE: Will County Board of Review - Jackson Generation; Will County Board of Review - Liberty Land Holdings

FINANCIAL REPORTS: February Financials will be filed as presented.

PAYMENT OF SPECIAL BILLS: None.

DIRECTOR'S REPORT: Director Hopper reported on the tax extension for the upcoming fiscal year. The library is also still waiting on a legal opinion regarding information being submitted for the Statement of Economic Interest.

ESSENTIAL BUSINESS:

Operations & Hours Update: There are no changes to hours or operations at this time.

Elwood Accessory Building: Elwood would like to add parking spaces (2) to this project as well as a metal roof to match the roof they will be installing. It was discussed to tie in electric to the village and the library would make annual payments to the village. Details are still being worked out.

Lockers/Services Expansion: The library has \$60K in a line item for the new Elwood building, the total of that will most likely be after the fiscal year. It is being proposed to use this line item to purchase outdoor smart lockers for this site along with a shelter to cover the lockers. The cost for the shelter, lockers and annual software for the lockers would cost roughly around \$25K.

Ordinance 22-1: Transferring Funds to the Certificate Fund- The library is expecting a surplus of \$35K in the debt repayment line item. It is being recommended to transfer this to the Debt Certificate Fund. A motion was made to transfer \$35K from the Debt Repayment line item to the Debt Certificate Fund by Trustee English and seconded by Trustee Gill. Motion passed unanimously with a roll call vote (Braam and Smeets not present).

Financial Changes: It is being recommended to transfer banking from BMO Harris to Old Plank Trail Bank, a Wintrust Bank. The banking benefits at Old Plank Trail outweigh the current benefits being received. Opening an account will also allow the library to open new credit card lines that will not be tied to past employees, or current personal information. A motion was made to begin the transition from BMO Harris to Old Plank Trail Bank by Trustee English, seconded by Trustee Krekel. Motion passed unanimously with a roll call vote. (Braam and Smeets not present)

It was recommended to open an investment account with PMA to ladder treasury bonds for greater investment returns on funds that are not being used for general purposes. A motion was made to invest \$300K, split into a 1 year and 2 year treasury bond, with the library finding out if there are 6 month and 18 month options for additional investments. The motion was made by Trustee English and seconded by Trustee Mason. Motion passed unanimously with a roll call vote (Braam and Smeets not present).

Executive Session: Julie Mason moved and Keri English seconded a motion to move to Executive Session at 6:30 pm.

The board reconvened the regular session meeting at 6:44 pm. Keri English moved and Jan Krekel seconded a raise for the Director.

The meeting adjourned at 6:45 pm.

ADJOURNMENT:

Respectively submitted,
Marcy Juarez, Administrative Assistant