

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

June 27,2022

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:34 pm.

ROLL CALL: Present: (voting members): Tom Murray, Sharon Gill, Patti Blatti, Julie Mason, Keri English, Jan Krekel, Krislette Smeets

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

CHANGES TO AGENDA: None.

PUBLIC COMMENT:

AUDIENCE TO VISITORS: Mary Mangun (observer)

MINUTES: Minutes from May 23, 2022 board meeting were approved as written.
Minutes from June 20,2022 Special Meeting were approved as written.

CORRESPONDENCE: Gospel Life Church notice, Thank you card from patron, Ritzman memo

FINANCIAL REPORTS: May Financials will be filed as presented.

PAYMENT OF SPECIAL BILLS: IMRF unfunded liability payment of \$12K.

DIRECTOR'S REPORT: Director Hopper gave an update on stats and library outreach and the FOTL book sale. The trustees were reminded to get their FOIA and OMA certificates filed as part of their annual training.

COMMITTEES:

Budget Committee - Presentation of the 2023-2024 Tentative Budget. A motion was made to approve the 2023-2024 Tentative Budget by Trustee English and seconded by Trustee Mason. Motion passed unanimously with a roll call vote.

ESSENTIAL BUSINESS:

Ordinance 22-5 - Ordinance amending the purpose of the Special Reserve fund. A motion was made to update the purpose of the Special Reserve Fund by Trustee Blatti and seconded by Trustee English. The motion was passed unanimously with a roll call vote.

Ordinance 22-6 - Ordinance to transfer unused funds to the Special Reserve Fund. A motion was made to transfer a total of \$195,000 to the Special Reserve Fund by Trustee Blatti and seconded by Trustee English. The motion was passed unanimously with a roll call vote.

Disaster Plan Updated: The disaster plan has been updated with current staff and vendor information. Plan was approved as amended.

Policy Changes: The library will be updating it's policy on DVD/CD check out limits on number of items borrowed at one time. A motion was made to update the DVD/CD check out limit by Trustee English and seconded by Trustee Murray. The motion was passed unanimously with a roll call vote.

Policy Changes: A policy will be added regarding the use of a laptop charger that was purchased for patron use while in the building. A motion was made to add the laptop charger policy by Trustee Mason and seconded by Trustee English. The motion was passed unanimously with a roll call vote.

Vice President Appointment- With the resignation of Robert Braam, the position of vice president is vacant. Trustee Blatti expressed interest in being the Vice President. A motion to appoint Patti Blatti to the Vice President position by Trustee Smeets and seconded by Trustee Mason. Motion passed unanimously with a roll call vote.

Executive Session - 5 ILCS 120/2(c)(5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. The board moved to go into executive session at 5:34PM.

The Board moved to return to open session at 6:20PM.

A motion was made to offer \$50,000 for the purchase of the vacant building at 111 E Mississippi Ave in Elwood. The purchase negotiations will be handled by Director Hopper. Earnest money in the amount of \$1,500 will be put down. The motion was made by Trustee English and seconded by Trustee Blatti. Motion passed unanimously with a roll call vote.

ADJOURNMENT:

The meeting adjourned at 6:24 pm.

Respectively submitted,

Marcy Juarez, Administrative Assistant

Revised 7/25/22 to add Audience to Visitor