

# MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

May 20, 2019

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): Sharon Gill, Robert Braam, Kim Ciuffini, Keri English, Jan Krekel, Terry Ralston  
Library staff: Ashley Hopper, Director; Nicole Silberman (Admin. Assistant)

**CHANGES TO AGENDA:** Moved budget discussion to end of the meeting.

**PUBLIC COMMENT:** None

**AUDIENCE TO VISITORS:** Paul Parise from IMRF (Illinois Municipality Retirement Fund) was in attendance to provide information and answer questions about possible new benefit plan for library staff.

**MINUTES:** Minutes from April 22, 2019 meeting were approved as written.

**CORRESPONDENCE:** Received letter State library requesting updated Board of Trustee information. Also received letter from Village of New Lenox regarding their open space fees.

**FINANCIAL REPORTS:** Filed for audit

**DIRECTOR'S REPORT:** Director Hopper attended the State of the Village luncheon and gave brief presentation with current information about our library. The library will be hosting several classroom field trips in an effort to get kids excited about our Summer Reading Program.

**PAYMENT OF SPECIAL BILLS:** None

## NEW BUSINESS:

**Swearing in of Trustees:** Jan Krekel, Kim Ciuffini, and Sharon Gill were sworn in after being re-elected.

**Interview and Appointment of new trustee:** A motion was made by Secretary Ciuffini and seconded by Treasurer English to appoint Terry Ralston to the library board with all in favor. Terry Ralston accepted the appointment and was sworn in.

**Officer Elections:** Vice President Braam motioned and Trustee English seconded the motion for current officers to retain their current positions (Gill - President, Braam - Vice President, Ciuffini – Secretary, English – Treasurer) for the next term.

**Ordinance 19-1:** Vice President Braam motioned and Treasurer English seconded the motion to adopt Ordinance 19-1 to amend purpose and the estimated cost of the Special Reserve Fund. Motion passed unanimously.

**Certificate Fund:** Treasurer English motioned and Trustee Ralston seconded the motion to establish a Certificate Fund as part of our Corporate Fund for the limited purpose of receiving real estate tax revenue to pay interest and principal on our debt certificates and payment of such interest and principal.

**Ordinance 19-2:** Secretary Ciuffini motioned and Vice President Braam seconded the motion to adopt Ordinance 19-2 which allows the library to transfer money into the Certificate Fund. Motion passed unanimously with a roll call vote.

**Non-Resident Fee:** Treasurer English motioned and Secretary Ciuffini seconded the motion to continue to participate in the State of Illinois Non-Resident fee program. Motion passed unanimously with a roll call vote.

## COMMITTEES:

**Budget:** 2019-2020 Working Budget – Treasurer English motioned and Secretary Ciuffini seconded the motion to amend the working budget to include the newly created Certificate Fund, with all in favor. Budget committee will meet on June 3 to discuss 2020-2021 Tentative Budget.

**Unfinished Business:** None

**ADJOURNMENT:** 6:35 pm

Respectively submitted,

Nicole Silberman, Administrative Assistant