

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

November 23, 2015

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:35 p.m.

ROLL CALL:

Present (voting member):

Sharon Gill, Robert Braam,
Kim Ciuffini, Keri English
Chris Sunday, Chris Boeringa

Not Present:

Kelly Davis

Library Staff:

Ashley Hopper, Director
Nicole Silberman, Admin. Assistant

CHANGES TO AGENDA: None

PUBLIC COMMENT: No public in attendance

AUDIENCE TO VISITORS: None

MINUTES: Approved as written

CORRESPONDENCE: Received a letter from patron who moved out of state that expressed her appreciation for our library staff and service.

FINANCIAL REPORTS: Filed for audit

DIRECTOR'S REPORT: Library will be closed Friday, December 18 for staff in-service, which will include a brief presentation from our sales representative from Recorded Books. Discussion also took place about record retention rules and policies as specified by the Illinois State Library.

PAYMENT OF SPECIAL BILLS: None

COMMITTEE REPORTS:

Personnel Policy: Discussed proposed changes in personnel policy, which include time off policies and dress code updates. Vice President Braam motioned and Secretary Ciuffini seconded the motion to approve the changes in the personnel policy as recommended by the Personnel Policy committee. Motioned passed unanimously.

Serving our Public: Trustee Boeringa reviewed and discussed Chapters 5 (Technology) and 6 (Access). Trustee Chris Sunday will review chapters 7 & 8 for January.

NEW BUSINESS:

Banking Changes: Discussed opening a new bank account as our current Illinois Funds account administered through US Bank will no longer offer checking account capabilities. Treasurer English motioned and Trustee Sunday seconded the motion to proceed with the process of opening a new money market and checking account to replace the current Illinois Funds account. Motioned passed unanimously with a roll call vote. Also discussed adding a finance policy to our Bylaws in order to seek out financial investment options in the future.

Executive Session: Treasurer English motioned and Vice President Braam seconded the motion to enter Executive session to discuss employee compensation. Entered executive session at 5:16pm and moved out of executive session at 6:05pm. Vice President Braam made a motion to distribute employee bonuses as discussed in executive session. Motion was seconded by Trustee Sunday and was passed with all in favor with a roll call vote.

AUDIENCE TO VISITORS: None

ADJOURNMENT: 6:10pm

Respectively submitted,

Nicole Silberman, Administrative Assistant