

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

January 22, 2018

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:31 pm.

ROLL CALL:

Present: (voting members): Sharon Gill, Keri English, Chris Boeringa, Jan Krekel, John Burke

Library staff: Ashley Hopper, Director; Nicole Silberman, Administrative Assistant

Not Present: Robert Braam, Kim Ciuffini

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: None

MINUTES: Minutes from November 22, 2017 meeting were approved as written.

CORRESPONDENCE: Received holiday card from the Coghlan family. Also received a letter from author Stephen Mack Jones, containing high praise and support for libraries, which was written in response to a letter he received from one of our library patrons.

FINANCIAL REPORTS: Filed for audit.

DIRECTOR'S REPORT: Newsletters were mailed in early January. Discussed hosting a "Business After Hours" event with the Manhattan Chamber of Commerce sometime this year. Director Hopper recently met with school librarian, Michele Hallihan, to discuss ways of working more closely with the schools. The recent issues with the library app have been resolved and the mobile app is fully functioning again.

PAYMENT OF SPECIAL BILLS: None

COMMITTEES:

Long Range Plan: Surveys were mailed as part of the newsletter, emailed in the the weekly newsletter, and are currently available on our website. We will continue to accept responses through the end of February. Briefly reviewed results of surveys received thus far.

Personnel Policy: Treasurer English motioned and Trustee Boeringa seconded the motion to update the personnel policy with the new "Policy Prohibiting Harassment, Discrimination, and Retaliation per Illinois PA100-0554" as required by law per attorney Ritzman. Motion passed unanimously.

Serving our Public: Treasurer English reviewed and discussed Chapter 7 (Collection Management and Resource Sharing) and Chapter 8 (Public Services: Reference and Reader's Advisory Services). President Gill will review Chapters 9 and 10 for February meeting.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Ordinance 18-1: Policy Prohibiting Harassment, Discrimination, and Retaliation per Illinois PA100-0554. Treasurer English motioned and Trustee Burke seconded the motion to adopt Ordinance 18-1. Motion passed unanimously with roll call vote.

Irish Fest: Discussed possible activities to take place at the library during the Irish Fest weekend.

ADJOURNMENT: 5:31 pm

Respectively submitted,

Nicole Silberman, Administrative Assistant