

# MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

July 23, 2018

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:53 pm.

## **ROLL CALL:**

Present: (voting members): Robert Braam, Keri English, Jan Krekel, John Burke

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

Not Present: Sharon Gill, Kim Ciuffini, Chris Boeringa

**CHANGES TO AGENDA:** None

**PUBLIC COMMENT:** None

**AUDIENCE TO VISITORS:** None

**MINUTES:** Minutes from June 25 meeting were approved as written.

**CORRESPONDENCE:** None

**FINANCIAL REPORTS:** Filed for audit.

**DIRECTOR'S REPORT:** Repairs to exterior siding are scheduled for early September. The library will be closed on Tuesday, August 21 for a staff in-service meeting.

**PAYMENT OF SPECIAL BILLS:** None

## **COMMITTEES:**

**Bylaws:** Reviewed policy changes which include updating the borrowing limits to 5 DVDs rather than 3 DVDs and changing the checkout time period for TV series to two weeks rather than 1 week. Also added information about the new Wi-fi hotspots that are now being circulated. Finally, added information about the no smoking policy as specified by Illinois state law. Trustee Burke motioned and Treasurer English seconded the motion to approve these changes to the Bylaws policy. Motion passed unanimously.

**Personnel policy:** Reviewed proposed changes to policy that include updates and clarification regarding the employee time clock use, paid time off, travel reimbursement policy and tuition reimbursement policy. Treasurer English motioned and Trustee Burke seconded the motion to approve proposed changes, with the exception of paid time off, which was tabled for further discussion next month.

**UNFINISHED BUSINESS:** None

## **NEW BUSINESS:**

**ComEd Energy Efficiency Program:** Director Hopper recently met with a contractor representing ComEd to discuss a plan to replace light fixtures with more energy efficient fixtures and bulbs which would result in a significant cost savings. It was recommended to check references of this contractor with other municipalities before approving at the next board meeting.

**ADJOURNMENT:** 6:25pm

Respectively submitted,

Nicole Silberman, Administrative Assistant