

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

August 27, 2018

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:30 pm.

ROLL CALL: Present: (voting members): Sharon Gill, Robert Braam, Keri English, Jan Krekel, John Burke, Chris Boeringa; Library staff: Ashley Hopper, Director; Nicole Silberman, Administrative Assistant; Not Present: Kim Ciuffini

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: Lori Pope from Mack & Associates presented the financial audit.

MINUTES: Minutes from July 23, 2018 meeting were approved as written.

CORRESPONDENCE: None

FINANCIAL REPORTS: Filed for audit.

DIRECTOR'S REPORT: Library was closed Aug. 21 for staff meeting and training. Discussed staff changes, including hiring Michele Sutter as new full time program coordinator. New shelving in kids department has been ordered.

PAYMENT OF SPECIAL BILLS: None

COMMITTEES:

Personnel policy: It was agreed to make procedural change of using employee's original hire date when calculating vacation time rather than anniversary date(s).

UNFINISHED BUSINESS:

ComEd Energy Efficiency Program: Director Hopper spoke with other libraries who recently completed similar lighting upgrade projects with the ComEd authorized contractor, Twin Supplies, Ltd. It was agreed to proceed with hiring Twin Supplies, Ltd for the lighting upgrade project.

NEW BUSINESS:

Budget & Appropriation Ordinance: Vice President Braam motioned and Treasurer English seconded the motion that Ordinance #18-4 for the combined annual budget and appropriation be approved. Motion passed unanimously with a roll call vote. Vice President Braam motioned and Trustee Boeringa seconded the motion that Resolution #18-1 for the combined annual budget and appropriation be adopted. Motion passed unanimously with a roll call vote. Vice President Braam motioned and Treasurer English seconded the motion to adopt Resolution #18-2 to participate in the federal social security insurance program and equipment and maintenance expense levy. Motion passed unanimously with a roll call vote.

Board Minutes Review: Meeting minutes from July 2017- June 2018 were reviewed and signed off on by President Gill and Vice President Braam. Closed session minutes from Jan, 2018-June 2018 were reviewed and signed off on by President Gill and Vice President Braam.

Annual Report: Discussed annual report recently submitted to the Illinois State Library.

Trustee File Facts Review: Discussed Chapters 9 &10, which included Facilities and the possibility of hiring a building consultant at the end of next strategic planning period (2023).

ADJOURNMENT: 5:55pm

Respectively submitted,

Nicole Silberman, Administrative Assistant