

# MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

October 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, Kim Ciuffini, Keri English, Chris Boeringa, John Burke; Library staff: Ashley Hopper, Director; Nicole Silberman, Admin. Assistant  
Not Present: Robert Braam Jan Krekel

**CHANGES TO AGENDA:** None

**PUBLIC COMMENT:** None

**AUDIENCE TO VISITORS:** None

**MINUTES:** Minutes from September 24, 2018 meeting were approved as written.

**CORRESPONDENCE:** None

**FINANCIAL REPORTS:** Will be filed for audit after classification correction made.

**DIRECTOR'S REPORT:** New lighting fixtures have been installed, with final adjustments to sensors still needed. Interviews for library clerk position will take place this week. Discussed the library's increased involvement with schools, including hosting programs at Elwood School on their half days, visits from Anna McDonald classes that walk over to use the library, and outreach programs at Lincoln Way West and Joliet high schools. Director Hopper attended ILA and discussed programming trends, including passive programs for kids and teens. Also discussed possibility of partnering with Scout groups for a "Food for Fines" event where the library would collect non-perishable food in lieu of fines.

**PAYMENT OF SPECIAL BILLS:** None

## **COMMITTEES:**

**Long Range Plan:** Finalized Strategic Plan for 2018-2023 which included adding statistical information from the library's annual report. Also added section for promotion which includes identifying ways to promote the library to Manhattan and Elwood residents. Treasurer English motioned and Trustee Burke seconded the motion to approve the Strategic Plan for 2018-2023, with all in favor.

**Serving our Public:** Secretary Ciuffini reviewed and discussed Chapter 1 (Core Standards) and Chapter 2 (Governance and Administration). Trustee Burke will review Chapters 3 and 4 for November meeting.

## **NEW BUSINESS:**

**Per Capita Requirement:** Trustees received a video and slide presentation that covered library's role in serving those in the in the community with disabilities. The library offers "Talking Books" and audiobooks for those with visual impairments, various resources for those with dyslexia or other learning disabilities, as well as homebound services for those who cannot get to the library. The library facility is also ADA compliant for any visitors who have physical limitations.

**Carpet replacement:** Discussed have carpet squares at the entrances of the building replaced as there is significant wear and tear due to heavy foot traffic. Trustee Burke motioned and Trustee English seconded the motion to approve replacing the carpet squares at a cost not to exceed \$2500. Motion passed unanimously with a roll call vote.

**ADJOURNMENT:** 5:32 pm

Respectively submitted,

Nicole Silberman, Administrative Assistant