

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

November 25, 2019

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District was called to order at 4:34 pm.

ROLL CALL: Present: (voting members): Sharon Gill, Robert Braam, Kim Ciuffini, Keri English, Jan Krekel, Patti Blatti. Not Present: Terry Ralston
Library staff: Ashley Hopper, Director; Nicole Silberman (Admin. Assistant)

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: None

MINUTES: Minutes from October meeting were approved as written.

CORRESPONDENCE: Received thank you note from local 4H club for allowing their group to setup display in the library.

FINANCIAL REPORTS: Filed for audit

PAYMENT OF SPECIAL BILLS: None

DIRECTOR'S REPORT: Director Hopper reported recent expense incurred of \$1,000 to replace circuit board on one of the furnace units. Youth services staff member recently resigned, and search for new staff will begin after first of the year once IMRF is in place. Brief discussion took place regarding possibility of issuing e-Cards to students. Director Hopper will continue to gather information and see if this is a feasible option for our library.

COMMITTEES:

ByLaws: Committee meeting scheduled for Wednesday, January 8 at 10:00am.

Personnel Policy: Trustee Blatti motioned and Treasurer English seconded the motion to update the Personnel Policy with a new "Drug Free Workplace Policy" in accordance with law changes that become effective January 1, 2020. Motion passed unanimously.

Serving Our Public: Trustee Krekel reviewed and discussed Chapters 9 (Programming) and 10 (Marketing, Promotion, and Collaboration). President Gill review Chapters 11 and 12 for January meeting.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Trustee File Facts – Reviewed Chapters 11 (Fundraising), 12 (Advocacy), 13 (Public Relations), and 14 (Trustee Continuing Education) plus appendices to meet the Per Capita Grant requirements.

ADJOURNMENT: 5:20 pm

Respectively submitted,

Nicole Silberman
Administrative Assistant

