

MANHATTAN-ELWOOD PUBLIC LIBRARY DISTRICT BOARD MINUTES

September 28, 2020

The regular meeting of the Board of Trustees, Manhattan-Elwood Public Library District took place virtually on Zoom and was called to order at 4:36 pm.

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

CHANGES TO AGENDA: None

PUBLIC COMMENT: None

AUDIENCE TO VISITORS: None

MINUTES: Minutes from August meeting were approved as written.

CORRESPONDENCE: Director and board members received certified letters from City of Joliet regarding property annexation.

FINANCIAL REPORTS: Filed for audit

PAYMENT OF SPECIAL BILLS: None

DIRECTOR'S REPORT: Director Hopper reported that there was a decent turnout at the recent drive-in movie event co-hosted by the Park District at the Round Barn Farm. RAILS has increased the quarantine time for materials from 3 days to 7 days, creating added wait times for patrons. The library received \$10,748.83 from the Will County Cares relief fund for reimbursement of many COVID-19 related expenses. The property tax distribution for September was received as expected. Discussed requirements of upcoming annual review of the Serving Our Public guide.

Essential Business:

Ordinance 20-4 – Treasurer English motioned and Trustee Ralston seconded the motion that the Tax Levy Ordinance 20-4 be approved. Motion passed unanimously with a roll call vote.

Resolution 20-3 – Trustee Ralston motioned and Trustee Blatti seconded the motion that Resolution 20-3 for the Revision of Capitalization Threshold, to increase from \$500 to \$2,500 as requested by the library's auditing firm, be approved. Motion passed unanimously with a roll call vote.

Vacation Policy Change – Discussion took place regarding the large number of vacation hours that staff has accrued and not taken this year due to Covid, and the potential problems with multiple staff requesting days off around the holidays. Additionally, discussed giving the staff the option to carry over an additional week of vacation, above the 2 week carryover allowance, in lieu of payout at the end of the year, with this extra week to be used by June 1, 2021. Treasurer English motioned and Trustee Ralston seconded the motion to make a temporary change to the vacation policy that will limit staff time off requests on the days immediately preceding and following Thanksgiving, Christmas, and New Years, as well as giving staff the option to carryover an additional week of unused vacation in lieu of payout. Motion passed unanimously with a roll call vote.

ADJOURNMENT: 5:22 pm

Respectively submitted,

Nicole Silberman. Administrative Assistant