

# **MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

## **REGULAR MONTHLY MEETING FEBRUARY 12, 2019 6:00PM AT THE LIBRARY**

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**Members Present:** Jeanne Campion, Chris Moore, Rebekah Rhode, Karin Vermillion

**Members Not Present:** Chris Forman, Brian Paragi, Bryan Perrero **Also Present:** John Howard, Kate Smith, Maura Stutzman

### **Approval of Minutes**

Chris Moore moved to approve the minutes from the regular meeting on January 14, 2019. Rebekah Rhode seconded; the motion passed.

### **Treasurer's Report**

Jeanne Campion moved to accept the financial report for January 2019. Rebekah Rhode seconded. Roll call vote; the motion passed. Jeanne Campion moved to accept the check registers for January 2019. Chris Moore seconded. Roll call vote; the motion passed.

Chris Moore noted that the general fund income statement indicated the library has spent over 75% of its budget already. John Howard explained that the transfer to special reserves had to be recorded as an expense. When that expense is taken out, the library has actually spent approximately 56% of its general fund budget as of January 31.

Chris also asked why the general fund interest was significantly higher than budgeted. John informed the board that the additional transfers from savings to CDs generated more interest.

Chris asked about two entries on the check register: the \$891.68 payment to the First National Bank of Omaha and the \$20,000 transfer. John responded that the first payment is for the library's Visa bill and the second was a transfer from the working cash bank account to the investment account (increasing the amount of working cash deposited in long term investments).

### **Librarian's Report**

John Howard submitted the report before the meeting.

Chris Moore stated that he was glad the library has begun recycling. Jeanne Campion asked if patrons could also dispose of trash in recycle bins and John responded that he intends to offer that soon.

Rebekah Rhode asked for more information on the video equipment being purchased with a recent donation and asked if patrons would be able to check it out. John told the board that the equipment will stay in the library initially, but he'd eventually like to make it available for patrons to borrow. The equipment will be used for library marketing videos, library programs, and a family history project. The latter will involve interviewing older patrons on camera about their personal and family history and giving the families the footage. Jeanne commented that she did a similar project and had prompts she could share with the library. She also asked if the equipment could be labeled to indicate the donor.

Chris commented that the formation of a leadership team was a good idea and offered board member assistance in any way that John and the team could use it.

Rebekah asked if there had been any applications for the open staff position. John reported that he'd received five applications and would be interviewing three candidates that week, with the assistance of Maura Stutzman and Tammy Caputo.

Jeanne asked for a report on the usage of the Lucky Duck shelf at the March meeting.

### **Audience Comments – Ann Ohms and Kristen Street**

Ann Ohms and Kristen Street attended the board meeting to express interest in filling the seat about to become vacant when Karin Vermillion steps down. They introduced themselves to the board, described their backgrounds and explained why they were interested in serving on the library board.

### **Committee Reports – No Committees met**

### **New Business**

#### **A. Decision on replacement of security cameras throughout the library**

Rebekah Rhode moved to accept the security camera bid as recommended by library staff. Jeanne Campion seconded. Chris Moore noted that there were several entries for licenses and asked if they would all be renewed annually at an apparent cost of \$2500. John Howard responded that he was almost certain the only annual cost would be for the line item labeled "1YR XPROTECT EXPRESS+ DEVICE LICENSE" at \$14 per device, for a total cost of \$400.

After some discussion, Rebekah amended her motion to accept the security camera bid as long as the only annual expense was the 1YR XPROTECT EXPRESS+ line item. Chris Moore seconded. Roll call vote; the motion passed.

John reported to the board that the Mahomet police department asked for images and video footage related to an auto accident in the library parking lot on February 7. He stated that, while the library certainly intends to assist the police department appropriately, there

may be times when the police request is at odds with the library policy of patron privacy. After some discussion, Chris Moore recommended that the library provide law enforcement with access to camera footage when clearly appropriate, but if there is doubt, the library director will delay responding in order to seek counsel from the library attorney.

## **B. Disposal of Closed Session Recordings**

John Howard informed the board that the library had a number of closed session recordings dating back several years. Per the Open Meetings Act, the library trustees can vote to destroy the verbatim recordings after 18 months providing there are written minutes for the meetings. The library has written minutes for all closed session meetings. John asked the board for permission to clean out the old recordings.

Rebekah Rhode moved to destroy all closed session recordings older than 18 months. Jeanne Campion seconded; the motion passed.

## **C. ILA Trustee Workshop March 9th**

John Howard informed the board that the next ILA Trustee Workshop will be in Springfield on March 9<sup>th</sup> and that the library will pay the registration fee for any trustees who wish to attend. Karin Vermillion asked John to email absent trustees with this information in case they would like to attend.

## **Closed Session**

Jeanne Campion moved to enter closed session according to 5 ILCS 120/2 (c)(3) for the selection of a person to fill a public office including a vacancy in a public office and invited John Howard and Kate Smith to remain in the room. Rebekah Rhode seconded; the motion passed.

## **Appointment of a Trustee to Fill a Board Vacancy**

Rebekah Rhode moved to appoint Ann Ohms to the position to be left vacant by Karin Vermillion after this meeting. Chris Moore seconded; the motion passed.

The board encouraged Kristen Street to attend upcoming board meetings and keep up with library activities, noting that there will be two more vacancies after the April board election.

## **Strategic Plan Update**

Chris Moore suggested that the board develop a summary of goals and objectives for reference in trustee activities and discussions with community members. He volunteered to draft this summary. The board agreed.

John Howard informed the board that, while he would keep trustees informed about library activities all along, he would like to make a formal report on the status of the strategic plan goals and objectives once each quarter. The board agreed.

## **Board Advocacy – Murder Mystery Dinner**

The board and library staff discussed final tasks and plans for set up and clean up for the mystery dinner coming up February 16. Set up will begin at 9:30 am and trustees and staff will arrive for the event by 5pm.

## **Trustee Comments**

Chris Moore volunteered to research best practices for reviewing the library director and report back to the board. The board agreed to a goal of reviewing John Howard this summer, 6 months after he took over the position.

Chris also noted that Lynn Schmit's name remains in two spots on the library website. Kate Smith said she would fix that.

Jeanne Campion commented that she like the new things that were happening at the library, along with John's willingness to balance it with taking things slowly.

Karin Vermillion told the board it has been a pleasure working with them and she would enjoy seeing everyone around the library. John presented her with some flowers in appreciation of her service and asked her to choose a book or a type of book and he would see that a name plate was attached to it in her honor.

## **Adjournment**

Jeanne Campion moved to adjourn the meeting. Chris Moore seconded; the motion passed. The meeting adjourned at 6:58pm.

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Respectfully Submitted by Kate Smith, Business Manager