

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING APRIL 8, 2019 6:00PM AT THE LIBRARY

Members Present: Jeanne Campion, Chris Moore, Ann Ohms (seated during meeting), Brian Paragi, Rebekah Rhode,

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

Approval of Minutes

Chris Moore moved to approve the minutes from the regular meeting on February 11, 2019. Rebekah Rhode seconded; the motion passed.

Approval of Closed Session Minutes from February 2019

Rebekah Rhode moved to approve the minutes from the closed session meeting on February 11, 2019. Chris Moore seconded; the motion passed.

Seating/Oath of Office for Ann Ohms

Brian Paragi led new trustee Ann Ohms in the oath of office and she joined the board for the remainder of the meeting.

Treasurer's Report

Jeanne Campion moved to accept the financial reports for February and March 2019. Chris Moore seconded. Roll call vote; the motion passed. Jeanne moved to accept the check registers for February and March 2019. Rebekah Rhode seconded. Roll call vote; the motion passed. Chris Moore asked for clarification on some checks and the investment losses in the Endowment Fund.

Librarian's Report

John Howard submitted the report before the meeting.

He added an update on the security camera project, informing the board that the equipment has been coming in and he expects the new system to be installed in late April or early May.

Rebekah Rhode asked for clarification on "seeking partners" for the Firm Foundations program. John told the board he was not seeking financial contributions at this point, but was rather looking for community partners with interests in wellness, school readiness, and similar issues for young children.

Jeanne Campion commented that it seemed too soon to commit to a digital sign and would instead like to see the security camera project finished first. After some discussion, it was agreed that, by the time the sign is designed and the board is ready to commit to seeking bids, the security camera project will be complete.

John pointed out his comments in his report about refunding the library bond. He has received a savings estimate from one company and will be talking to a second company in a few days. He noted that this will not save the library any money, but it will save money for the taxpayers. Chris Moore asked if this would affect any future bond issuances. Kate Smith responded that the two would be unrelated.

Ann Ohms asked how the Run for the Library did. John replied that it did well, but he didn't yet have final numbers.

Audience Comments –Kristen Street and Carrie Heimann

Kristen Street and Carrie Heimann attended the board meeting to express interest in the two seats opening in May. Kristen introduced herself to the board at the February meeting. Carrie introduced herself at this meeting, giving her background and why she was interested in the trustee opening.

Committee Reports – No Committees met

New Business

A. Approval of 2019 Audit Engagement Letter

Kate Smith submitted the 2019 audit engagement letter from CliftonLarsonAllen, with a total cost estimate of \$10,800. She noted that this amount was similar to recent years. She told the board that the library has used this firm for many years and the process runs quickly and smoothly. Library staff looked into getting other bids a few years ago, but learned that no one within a reasonable distance has the library-specific expertise of this firm. Chris Moore moved to accept the audit engagement letter for 2019 from CliftonLarsonAllen. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

B. Discussion of Library Meeting Room Policy

John Howard informed the board that there were two recent requests to use the Edgar Meeting Room for campaign-related events. The library turned down those requests per the meeting room policy, but, after the new committees are selected in May, John would like the policy committee to review the room use policy to determine if and where it should be updated.

C. Disposition of Historical Museum Funds

John Howard informed the board that the transfer of funds from the defunct Mahomet Historical Museum Society has been completed. The library received \$310,179.70. John recommended that the library retain \$15,000 in the general fund to use for historical programming, with the balance transferred to special reserves.

Rebekah Rhode asked if there were any strings attached to the use of the funds. John replied that there were not, but that he wanted to retain the \$15,000 in the general fund in order to have programming that met the spirit of the original organization's purpose.

Rebekah Rhode moved to retain \$15,000 of these funds in the general fund and move the remainder to special reserves. Chris Moore seconded. Roll call vote; all trustees voted in favor of the motion.

D. Discussion of Credit Card Limit and Card for Maura Stutzman

John Howard reported that the library again maxed out its credit card limit with the purchase of shirts for the Run for the Library. Since he intends to purchase more library items from vendors that take credit cards, he asked the trustees to increase the credit limit to \$8,000. He also asked the trustees to approve a credit card for Maura Stutzman with a credit limit of \$1,000 for her to use when buying programming supplies at local retailers. Audience member Carrie Heimann asked if the library used a cash back credit card and Kate Smith replied that the current card did not provide cash back.

Rebekah Rhode moved to increase the credit limit on the library's account to \$8,000, provide a card for Maura Stutzman with a \$1,000 limit, and direct library staff to find a cash back option. Ann Ohms seconded. Roll call vote; all trustees voted in favor of the motion.

E. Discussion of Evaluation Procedure for Library Director

Rebekah Rhode commented that it is the responsibility of the board to review the library director annually, though this had not been done for some time. She noted that the advent of a new director is an excellent time to establish a regular review procedure so that all parties know what to expect. She pointed out the sample review form John Howard submitted in the board packet for the board to use as a starting point and the board agreed this was a good form. After some discussion, the board agreed to wait for new committees to be established in May and to turn this over to the personnel committee.

F. Discussion of Inclusion of Board Member Bios on Website

John Howard proposed that board members submit bios and photos for the library website to make it easier for the public to know who they are. Rebekah Rhode mentioned that library staff had told her they don't really know who the board members are. Ann Ohms stated that full time staff members should do this, too. The board agreed to send bios and photos to Kate Smith by the next board meeting. John told them that the library can take photos of trustees at the next meeting if they don't have photos to submit.

G. Scheduling of Finance Committee Meeting to discuss 2019-2020 Budget

John Howard informed the board that he and Kate Smith were nearly finished with their proposed FY 2019-2020 budget and it was time to schedule a meeting of the finance committee to discuss it. The meeting was set for Monday, April 29 at 7:30am. John reminded the trustees and audience members that the meeting is open and anyone can 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. Chris Moore seconded; the motion passed.

Appointment of Trustees to Fill Board Vacancies

Rebekah Rhode moved to appoint Kristen Street and Carrie Heimann to the positions on the Mahomet Library Board of Trustees that will be left vacant by Chris Forman and Bryan Perrero at the May meeting. Jeanne Campion seconded; the motion passed.

Strategic Plan -- Update on Strategic Plan Activities

John Howard submitted annotated copies of the strategic plan to the trustees and reviewed what has been accomplished to date. Chris Moore reported that he was still working on a summary document trustees can use to facilitate discussions in the community.

Board Advocacy – Murder Mystery Dinner

The board reviewed the final report and added suggestions for the notes for the next dinner. Rebekah Rhode asked if trustees needed to consider switching up the event. After some discussion, trustees agreed to continue with the mystery dinner as long as it is popular.

Trustee Comments

Rebekah Rhode commented that John Howard and Kate Smith did a good job preparing for the Run for the Library and noted that John should be commended for facing two big events (the mystery dinner and the Run) immediately after starting in his position.

Adjournment

Jeanne Campion moved to adjourn the meeting. Chris Moore seconded; the motion passed. The meeting adjourned at 7:37pm.