

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING APRIL 12, 2021 6:15PM VIA ZOOM

Members Present: Jeanne Campion, Carrie Heimann, Kevin Kelsey, Chris Moore, Brian Paragi, Rebekah Rhode, Kristen Streeter

Not Present: N/A **Also present:** John Howard, Kate Smith, Maura Stutzman

Chris Moore opened the meeting with the following statement:

“For the record, the Mahomet Public Library District is able to conduct this electronic meeting because of Governor Pritzker’s Executive Orders #2020-07 (March 16th, 2020) and #2020-08 (April 1st, 2020). These orders suspend the Open Meetings Act provision relating to in-person attendance by members of a public body. Specifically, they suspend the requirement that members of a public body must be physically present and they also suspend the limitations on when remote participation is allowed.

- An in-person meeting is not prudent due to the COVID 19 disaster.
- All members and guests must be able to hear all discussion to satisfy the Open Meeting portions.
- One member is physically present at the library (Mr. John Howard).
- All votes will be roll call.
- This meeting will be recorded.
- A quorum is still required.
- Trustees will refrain from using the chat feature in order to comply fully with the Open Meetings Act.”

Approval of the Minutes for March 8, 2021

Brian Paragi and Chris Moore pointed out some typos in the minutes. Carrie Heimann moved to approve the minutes from March 8, 2021 as amended. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

Jeanne Campion moved to approve the financial report for March 2021. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion.

Chris Moore asked why the snow removal amount was higher than the previous month, although he didn’t think there had been significant snow in March. John Howard explained that there were several small events in late February and early March that were billed in March. He added that snow removal is expensive and there are few companies who provide this service. He has been looking for competitive bids, but it is tough to find them.

Jeanne Campion moved to approve the check register for March 2021. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion.

Rebekah Rhode noted that there were two checks to Main Street Landscaping and one to Parklawn Services and asked for an explanation. John told her that Main Street Landscaping, who provides snow removal services for the library, had two bills in March.

Director’s Report

John Howard submitted the director’s report before the meeting.

He pointed out that statistics were up for the month, but reminded the board that the library closed on March 17 in 2020.

He reported that the library had made some changes to Covid procedures, and that these were all done with input from staff.

Rebekah Rhode asked what patron reactions had been when they requested items and were told they are located in the offsite storage. John responded that, so far, all requests had been made online, so there were no reactions to report. He encouraged the board to come to the library and see how the shelves that have been completed [items moved to offsite storage] are much more attractive and conducive to browsing. He added that nearly every day one or two items from offsite storage appear on the pull list. Brian Paragi asked if John intends to track what is being pulled for a year and John said that he does. Jeanne Campion asked if board members could see what the offsite storage looks like and John told the board he would be happy to show any who are interested.

Jeanne Campion asked for more information on the Roku sticks, including how many the library would have. John said that he has purchased eight sticks and each will have one streaming service plus access to the library’s Movies Anywhere account, which contains all movies the library owns that came with digital copies. He added that so far HBO and Apple TV have led in patron voting and that the library may start by circulating fewer sticks and then see if patrons suggest other streaming services.

Rebekah Rhode thanked John for sharing information about a more permanent greeter station and said that she thinks it’s a great idea, adding that many people have told her how much they like coming in and being greeted by someone. Chris Moore asked the board if there is a general consensus that they support the concept of a permanent greeter station and all heads nodded. Chris added that he himself supports the idea, but that he would like to know costs and see if the design fits with the overall library design. Jeanne Campion commented that she likes that there will always be someone available when patrons have questions. Rebekah said that she

liked the focus on customer service. Carrie Heimann said that she was throwing in her voice in support, as long as they are using staff and money as efficiently as possible and as long as work can be done at that spot. Brian Paragi suggested that the station be mobile in case the space needs to be used for something else in the future. John responded that it won't be built in, but it will be set up to be long term, not temporary, and that the intention is to make it look like it was meant to be there and fits the library décor. He told the board that it will cost substantial money, but that the library expects a substantial surplus for the current fiscal year. Carrie asked if the costs were related to aesthetics or functionality and John told her it was both. He went on to describe the equipment that would be necessary to make it possible for staff to get work done at the station.

Carrie Heimann said that she thinks the tent for outdoor programming will draw attention to the library and asked if staff had ideas about the programs it will be used for. John asked Maura Stutzman to respond. Maura told the board she would have more details about summer programming at the May meeting, but that she would have story times twice a week, a family dance party twice a month, yoga, and family trivia. She added that all summer programs will be outside except for take-and-make kits. Kevin Kelsey asked if there would be both daytime and evening programs and Maura told him there would be. Rebekah Rhode asked if a tent located on the west side of the building would be too close to the street for children. Maura explained the location and pointed out that there would still be quite a bit of yard and some trees between the tent and the road.

Audience Comments – no comments

Committee Reports – Policy Committee

Chris Moore reported that the Policy Committee met on March 23 and was submitting two policies to the full board for approval:

Circulation Policy. Chris reminded the board that they had approved going fine free at the March meeting and the proposed circulation policy changes were to codify that, among other issues.

Jeanne Campion noted the statement that the refund policy [for lost items] applies only to items from the Mahomet Public Library and asked how library staff will explain this to patrons if they bring back an item from another library. John Howard told her that the patron would need to ask the library that owns the item and that he would put the patron in touch with the right person.

All trustees voted to approve the policy.

Appendices. Chris Moore explained that the changes reflect an effort to make editorial changes and also to reflect changes to ALA policies. He said that the committee recommended removing the Drug and Alcohol policy due to redundancy with policy XII-B and also removing forms because those are available to the public by asking library staff. There were no questions. All trustees voted to approve the appendices.

John Howard told the board that library staff would be sending out a Doodle poll soon for a finance committee meeting. Chris Moore said that there would also be another policy committee meeting.

New Business

A. Results of Board of Trustees Election

Chris Moore offered his congratulations to his peers who successfully made it through the election. John Howard added that there were four candidates for four positions and they all passed. He told the board that the library's bylaws state that board members are seated as of the third Monday in May, so they will take the oath of office at the end of the May meeting.

B. Library Card Policy Recommendation

Chris Moore told the board that the policy committee did not deliberate this policy, noting that it was a fairly minor change that John Howard and library staff wanted to bring to the board for approval. John Howard explained that, as part of going fine free, it makes sense to remove the replacement card fee.

Rebekah Rhode said that, at one time, there was talk about getting cards for students not in the library district and asked if the library had decided not to do this. John said that it's more complicated than he had thought, but he is still working on clarifying pieces of this plan. He said that, in the meantime, if a non-resident student comes in to get a card and can prove they are on free and reduced lunch, the library would give them a card because they are required by law to do so.

Kevin Kelsey moved to approve the changes to the Library Card Policy. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

C. Facility Use during the COVID-19 Pandemic Temporary Policy Recommendations

The board received the proposed updates to this policy before the meeting. Chris Moore asked for questions.

Rebekah Rhode asked if the statement on quarantine should state "may" or "will?" John Howard pointed out that since the policy doesn't state a length of time for the quarantine, it doesn't really matter, but that it can be changed to "may." The board agreed to this change.

John Howard pointed out that there was no change to the mask policy because, as long as the library is requiring masks, he wants the

board to be requesting them through the policy so staff can tell patrons it is a board policy.

Rebekah noted the removal of eMagazines from the list of online services and asked if the reason it was removed is that the provider is no longer offering this service or if it is too expensive. John explained that, at this point, the library has no eMagazine provider, but that they may be able to offer the service through Overdrive, if it isn't too expensive.

Brian Paragi moved to approve the policy as amended. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion.

Strategic Plan Update

John Howard provided the board with a copy of the strategic plan with quarterly updates before the meeting.

Chris Moore stated that, given the constraints over the last three months, there was a nice range of completed items. He also told the board that he and John would be meeting April 21 to begin laying out a plan for creating the next strategic plan.

Carrie Heimann commented that a lot got accomplished when looking back at the past three-four years. She added that it is a very time-consuming project to create a new strategic plan and she is glad Chris and John are beginning the process to do it.

John commented that he thinks going fine free is one of the strongest things the library has done to decrease barriers to access and he thanked the board for passing that new policy.

Board Advocacy

Chris Moore told the board he sent a letter to Rachel Stewart to congratulate her on her new position.

Chris asked how many trustees attended the ILA Legislative Meetup on February 26. Kevin Kelsey, Kristen Streeter, and Chris Moore all indicated that they had attended. Chris summarized the content of that meeting for the board.

Trustee Comments

Jeanne Campion told the board that everyone should have received a card in the mail about the Bulldog Blueprint. She added that she is on the committee for that project and offered to answer any question they may have.

Chris Moore read a quote from Franklin D. Roosevelt: "I think we consider too much the good luck of the early bird and not enough the bad luck of the early worm."

Chris also thanked library staff for all the work they have been doing.

Adjournment

Kevin Kelsey moved to adjourn the meeting. Jeanne Campion seconded; the motion passed. The meeting adjourned at 7:10pm.

Respectfully Submitted by Kate Smith, Business Manager