

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING MAY 10, 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 April 12, 2021

Jeanne Campion and Chris Moore pointed out some typos in the minutes. Brian Paragi moved to approve the minutes from April 12, 2021 as amended. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

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

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

Chris Moore thanked John Howard and Kate Smith for their professionalism with the budget and for managing library finances during the pandemic.

Director's Report

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

He reminded the board that statistic comparisons to the previous year are meaningless, since the library was closed during April 2020. He added that the library is currently checking out approximately 400 items per day.

Brian Paragi asked for an explanation for where the library is with getting cards for kids who are in the school district, but not the library district. John told the board he would be meeting with Superintendent Lindsey Hall the next day and this would be on the agenda. He explained that the original plan to have an intergovernmental agreement between the library and school districts was more complicated than anticipated and that he hopes the new Cards for Kids Act will make the need for an agreement moot, since this program will provide cards for students who qualify for free and reduced lunch. Carrie Heimann asked if, once the program is implemented, there will be a way to know how many students will be covered by the Cards for Kids Act and how many students who live outside the library district will not be covered by this act. John said that he would discuss that with the superintendent.

Jeanne Campion reported that she toured the offsite storage facility with John and she encouraged other board members, if they get a chance, to go see how well organized it is and how many books are there. She added that more space on the shelves in the library will encourage more browsing and checkouts. John told the board that he had reached the letter U in adult fiction and that when adult fiction is complete, library staff will shift that section to make room to expand the large print collection by another row.

Chris Moore said that it was disappointing that John did not meet with success in the IHLS elections. He encouraged John to run again and offered to speak to the organization on John’s behalf. John responded that he will still be giving feedback to IHLS and their board and he will continue to be an active member of IHLS.

Chris Moore encouraged John Howard and Maura Stutzman to keep working on the plans for a story walk and said that he will work toward a grant from the Champaign Rotary.

Brian Paragi commented that it is good to see the locker system getting some needed repairs and updates. John said that he expects locker usage to continue to be high, even when the library returns to normal operations.

Audience Comments – no comments

Committee Reports – Finance Committee

Chris Moore reported that the Finance Committee met May 3 to review the proposed budget and he asked Jeanne Campion to give a report to the board.

Jeanne Campion presented the proposed budget and asked for comments and questions. Carrie Heiman asked how projected tax revenue is determined. Kate Smith explained that the fiscal year total represents the funds expected in the latter half of 2021 and the first half of 2022. Rebekah Rhode asked what the “automation” category included and John Howard explained that it includes internet access, the library catalog, bibliographic services and ecommerce fees.

Jeanne Campion presented the fund balance projections and pointed out that the audit fund is getting much closer to having a positive fund balance. There were no questions.

Jeanne Campion presented a summary statement on sources for the projected FY 20-21 surplus. She and Chris Moore thanked John and Kate for putting it together. There were no questions.

The finance committee recommended approval of the proposed FY 21-22 budget. Roll call vote; all trustees voted to approve the budget.

New Business

A. Plan for Summer Programs 2021

Maura Stutzman summarized the library’s plans for summer programming. She presented the library’s mask policy for outdoor programs, explaining that the policy is included in all promotions and will be read as a statement before each outdoor program. She closed by asking the board to help spread the word about the library’s summer programming.

Jeanne Campion told Maura that she likes the diversity of programs by age and interests. Carrie Heimann agreed and asked if the library contacts the schools to ask them to help get the word out about library summer programs. Maura told her that she gives the information to the school librarians, who present it to their students. She added that she will ask the superintendent about sharing the information with parents.

B. Discussion of Meeting Time for 2021-22

Chris Moore reminded the board that they are required to pass an annual ordinance with meeting dates and times. He asked for comments about making changes to the current schedule of second Mondays at 6:15pm. There were no comments. He told the board to expect to see the ordinance on the June agenda.

C. Approval of Non-Resident Fee Formula for 2021-22

Chris Moore opened the floor for discussion about the Non-Resident Fee schedule and formula. John Howard told the board that the library is not required by law to offer non-resident cards, and that the library is not required to offer Cards for Kids if they do not offer non-resident cards. However, he added that library administration is interested in putting cards into the hands of kids, so they strongly recommend passing the non-resident fee formula.

Carrie Heimann moved to approve the 2021-22 non-resident fee formula and minimum card cost of \$85. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

D. Appointment of Two Trustees to Perform the Secretary’s Audit

John Howard reminded the board that, by law, the board must review the library’s minutes [annually] and verify they have been kept. Rebekah Rhode and Chris Moore volunteered to perform this task.

E. Non-binding Discussion of Committee Assignments for 2021-22

Chris Moore told the board he would present committee assignments at the June meeting and asked them to be thinking about where they would like to serve. He explained that he would email them a request for their preferences. He pointed out that, with Brian Paragi stepping down, this would leave openings on the finance and building & grounds committees.

He also reminded the board that officer elections would be held during the June meeting.

Strategic Plan Update

Chris Moore told the board that he met with John Howard and Maura Stutzman regarding a schedule for creating a new strategic plan, but that the schedule is not complete because the library leadership team is working on a plan for community engagement before submitting a schedule prepared for the board. John Howard told the board that the leadership team would like to start gathering community input before the next board meeting, if there were no objections from the board. He explained that the team wants to ask community members what their goals are for the community in general and then work on how the library can help reach those goals. There were no objections from the board.

Board Advocacy

Chris Moore reminded the board that the RAILS library system was presenting a webinar the following day on library strategic planning for trustees. He told board members that if they could not watch it live, they could watch the recording later.

Trustee Comments

Chris Moore read prepared remarks, thanking Brian Paragi for his service on the board since 2016. Brian responded that this is a great board and he appreciates everyone, adding that he expects great things going forward.

Jeanne Campion welcomed Susie Baker to the board. Susie Baker said that she is looking forward to serving on the board.

Oath of Office for Incoming Elected Board Members

Chris Moore led Susie Baker, Carrie Heimann, Kevin Kelsey, and Kristen Streeter in the oath of office. John Howard told them they would need to come to the library to fill out the oath of office form, which he would place in the trustee mailbox. John then told Chris Moore that he would need to sign the forms after they are completed.

Adjournment

Jeanne Campion moved to adjourn the meeting. Kevin Kelsey seconded; the motion passed. The meeting adjourned at 7:12pm.

Respectfully Submitted by Kate Smith, Business Manager