

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING MAY 13, 2019 6:00PM AT THE LIBRARY

Members Present: Jeanne Campion, Chris Moore, Ann Ohms (arrived during approval of minutes), Brian Paragi, Rebekah Rhode,
Members Not Present: Chris Forman, Brian Perrero, **Also Present:** John Howard, Maura Stutzman, Carrie Heimann, Kristen Street

Approval of Minutes

Rebekah Rhode moved to approve the minutes from the regular meeting on April 8, 2019. Chris Moore seconded; the motion passed.

Approval of Closed Session Minutes from April 2019

Ann Ohms moved to approve the minutes from the closed session meeting on April 8, 2019. Rebekah Rhode second. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

A. Approval of financial report for April 2019

Jeanne Campion moved to accept the financial reports for April 2019. Chris Moore second. Chris Moore asked for clarification of meaning of QSEHRA and John Howard explained it was the health benefit line item. Roll call vote; all trustees voted in favor of the motion.

B. Approval of the check register for April 2019

Jeanne Campion moved to accept the check registers for April 2019. Rebekah Rhode seconded. Chris Moore asked for clarification on the use of the museum money and John Howard replied that the money is unrestricted. Chris asked about the check for DearReader.com and John explained it was for the online book newsletters. John also pointed out the Parkland/Parklawn check issue had been resolved. Roll call vote; all trustees voted in favor of the motion.

Director's Report

John Howard submitted the report before the meeting.

He added an update on the security camera project, the installation was taking place during the day on Monday and should be up and operational by Tuesday afternoon.

Brian Paragi asked if fingerprinting would be included in the background checks and John replied that it would not be.

Maura Stutzman presented the teen book box and answered questions.

Chris Moore gave congratulations on the success of the Run for the Library.

Audience Comments –Kristen Streeter and Carrie Heimann

n/a

Committee Reports – Finance Committee

The finance committee met on April 26 to discuss the financial position of the library and the budget for the next fiscal year.

Jeanne Campion walked through the finance reports passed out to board. She focused on the fund balances and where we would like to be vs. where we are in the future. She thanked Kate and John for the work done to put the fund balances report together.

New Business

A. Unveiling of Summer Programs for 2019

Maura Stutzman presented the summer program for 2019. Ann Ohms brought up comments about lack of evening programming and making sure households with working parents are able to attend programs.

B. Discussion of meeting time for 2019-2020 (Ordinance in June)

John Howard suggested the meeting start times be changed to 6:15pm beginning in July. The board agreed.

C. Approval of 2019-2020 budget

The finance committee submitted a proposed 2019-2020 budget for board approval and the board discussed it.

Chris Moore asked why the nonresident budget was lower. John Howard replied that one reason is that the library and the Mahomet-Seymour school district plan to work together to provide nonresident cards for students who live in the school district, but outside the library district. Rebekah Rhode asked how we can make sure adults aren't using their child's card if a child receives a library card through school district. John stated that he doesn't foresee this being an issue. There was some discussion about how to encourage library card sign ups through the schools.

Chris brought up concern over a decline in the technology budget. John noted that software expenses in FY 17-18 were higher than usual due to the new self-check stations; the budget is back down to normal now.

Audience member Carrie Heimann asked about the \$0 amount for the program specifics grants budget. John replied that it is a conservative estimate to assume no grants awarded.

Roll call vote; all trustees voted to approve the FY 2019-2020 budget.

D. Approval of non-resident fees for 2019-2010

Rebekah Rhode suggested the library find a way to explain more clearly how to obtain a library card as a non-resident. Ann Ohms noted that this discussion often comes up at all libraries and suggested we should explain how resident fees are paid in property taxes to help non-residents understand why they are being asked to pay for a library card. John Howard explained how there are two methods of calculating non-resident fees: an averaging fee and a calculated non-resident fee. Rebekah Rhode and Ann Ohms suggested putting non-resident fee information on website using clearer language and perhaps a video explanation.

John Howard recommends staying with calculated non-resident fees. Chris Moore moved to continue with the calculated method of non-resident fees and maintain a minimum fee of \$85, Jeanne Campion seconded. Roll call vote; all trustees voted to approve the motion.

E. Appointment of 2 trustees to perform the Secretary's Audit

Chris Moore and Rebekah Rhode volunteered to perform the annual Secretary's Audit of open minutes.

F. Discussion of outdoor LED sign and bidding process

John Howard went through proposal from Bendsen Signs and Graphics, Inc. The proposal is over \$20,000 and triggers a bidding process if board chooses to move forward with LED sign plan. The quote does not include connecting the electricity to power the sign, but much of the groundwork is complete already.

Board members asked how the bidding process works. John replied that the board is required to take the lowest qualified bid if they take a bid, but they are not required to take any bid at all. Chris Moore requested that the sign be available for local law enforcement as a crisis management tool if necessary. John Howard stated that LED sign will be restricted to library use only, with the possibility of partnering with local law enforcement as a crisis management tool.

Rebekah Rhode moved to put LED sign out to bid, Chris Moore seconded. Roll call vote; all trustees voted to approve the motion.

G. Status of refunding building bonds

John Howard recommended working with Ehlers to refinance building bonds and save taxpayers money. Ann Ohms moved to do refinancing of building bonds using Ehlers, Chris Moore seconded. Roll call vote; all trustees voted to approve the motion.

H. Non-binding Discussion of Committee Assignments for 2019-2020

John Howard reminded board of the committee options: finance, policy, personnel, and building. Jeanne Campion brought up that no committees can be determined until the board jobs are determined. The committees will be formed at the next meeting.

Strategic Plan – Trustee Fact Sheet

Chris Moore discussed the purpose of the Trustee Fact Sheet. He asked that any feedback or input go through Kate Smith, who will relay information to Chris Moore.

Board Advocacy

n/a

Trustee Comments

Jeanne Campion congratulated the library on the decision to have a wheelchair and walker available for patrons.

Chris Moore brought up grants and mentioned that he can nominate the library for a Champaign Rotary grant. Carrie Heimann added that she can send along information about the State Farm Education Assist grant.

Oath of Office for incoming Appointed and Elected Board Members

Carrie Heimann, Jeanne Campion, Brian Paragi, Kristen Streeter, Rebekah Rhode, and Chris Moore took the oath.

Adjournment

The meeting adjourned at 7:59pm.

Respectfully Submitted by Maura Stutzman, Youth Services and Programming Librarian