

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

HEARING ON ORDINANCE 2019-4

AUGUST 12, 2019 6:15PM AT THE LIBRARY

Members Present: Chris Moore, Rebekah Rhode, Kristen Streeter, Carrie Heimann, Ann Ohms

Members Not Present: Jeanne Campion, Brian Paragi **Also present:** John Howard, Maura Stutzman

The hearing was opened at 6:15pm. There were no comments. The hearing closed at 6:16pm.

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REGULAR MONTHLY MEETING AUGUST 12, 2019 6:15PM AT THE LIBRARY

Members Present: Chris Moore, Rebekah Rhode, Kristen Streeter, Carrie Heimann, Ann Ohms

Members Not Present: Jeanne Campion, Brian Paragi **Also present:** John Howard, Maura Stutzman

Approval of Minutes

Rebekah Rhode moved to approve the minutes from July 8, 2019. Carrie Heimann seconded; the motion passed.

Treasurer's Report

Rebekah Rhode moved to approve the preliminary financial report for July 2019. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion. John Howard pointed out the small amount of taxes coming in from Champaign County property taxes being sent out.

Rebekah Rhode moved to approve the check register for July 2019. Ann Ohms seconded. Roll call vote; all trustees voted in favor of the motion. Chris Moore asked for clarification on the \$50,000 transfer. John Howard answered that it was a standard transfer from the general fund to the checking account to pay bills and payroll.

Librarian's Report

John Howard submitted the director's report before the meeting. Carrie Heimann thanked John Howard for being so thoughtful in the relationships being built with the schools. Carrie Heimann also gave a shout out to Kate Smith for being featured on WebJunction. She mentioned that she is glad the library can be flexible in its scheduling to allow for Rachel Smith to continue working at the library while also accepting a position at Parkland College.

Carrie Heimann asked about the decision to end the contract with Lynda by LinkedIn. John Howard said it was a financial decision as well as a decision based on ALA's statement regarding the privacy concerns now associated with Lynda.com. He mentioned that patron confidentiality is number one concern. Question on whether there was a replacement yet and John Howard said the library is looking.

Ann Ohms was excited to see the library is circulating hot spots and is interested to see how that goes. She said it is a good move for the community as a way to provide access.

Chris Moore was glad to see the fine reduction for DVDs.

Audience Comments –No comments

Dani Tietz from the Mahomet Daily stated that she plans to attend as many board meetings as possible in the future.

Jerry Dudzik of Ehlers Investment Partners attended the meeting, but saved his comments until New Business.

Committee Reports

Finance Committee: No committee members were present. Chris Moore reported that had discussed ordinances 2019-3 and 2019-4 and recommended approval of both.

Personnel Committee: Rebekah Rhode suggested having a committee chair. She also said the personnel committee needs to meet once more before having a report for the board. Carrie Heimann met with Kate Smith to see if library already had a way for staff to provide feedback for the director's evaluation. The answer was no and something will be made in order to allow for staff feedback with regards to the director's evaluation.

Other: Chris Moore brought up the need for a joint meeting of the finance and personnel committees to discuss plans for how the library will address the minimum wage increase. Chris Moore would also like the building committee to come up with a date for a building walkthrough in the next 3-4 months.

New Business

A. Adopt Ordinance 2019-3 Building and Maintenance Ordinance

The finance committee recommended approval of ordinance 2019-3. Carrie Heimann moved to approve. Kristen Streeter seconded. Roll call vote; all trustees voted in favor of the motion.

B. Adopt Ordinance 2019-4 Budget and Appropriations Ordinance

The finance committee recommended approval of ordinance 2019-4. Rebekah Rhode moved to approve. Ann Ohns seconded. Roll call vote; all trustees voted in favor of the motion.

C. Report from Ehlers on Refunding of Bonds

Jerry Dudzik was in attendance to go over the Ehlers report. The refund on the bonds came back at a much higher amount than anticipated. The refund is in total of \$242,000 with an interest rate of 1.579%. Jerry pointed out that our S&P rating went up which is due in part to the preparation done by Kate Smith and John Howard. He also mentioned that the volatility of the stock market helped the bond market in the library's favor for this refinancing.

Rebekah Rhode said good job to both Kate Smith and John Howard for their work done to refinance the bond. Chris Moore asked for one or two key reasons the rating went up. Jerry Dudzik replied that it was due to the reserves in place, the preparation done, and the combined income power of the area. John Howard thanked Ehlers and the bond council for all of their hard work and help during this process.

D. Review of Bids for Electronic Message Center Sign

John Howard said we followed protocols for competitive bids with regards to the electronic message center sign and the library received one bid from Bendsen Signs & Graphics, Inc. which was in the amount originally estimated. Rebekah Rhode brought up that the bid was originally going to include different options for the stone finish on the sign, John Howard said he decided to go ahead with asking for a bid with the current specifications. The stone will match the current library building, which will evoke less a commercial look than other sign options. Chris Moore asked about the lifespan of the electronics, Jason Tompkins from Bendsen replied that they typically give something a 15-20 year guarantee because electronics and technology will have changed by that point in time. The proposed sign will be a 16mm resolution which is the best choice for the location of the sign. Onsite training will be provided. Chris Moore asked about auto dimming and Jason Tompkins replied that it is based on time zones and will dim for safety in the evening and brighten for visibility in the day time. Rebekah Rhode asked about the timing and process for building the sign. Jason Tompkins said it will be about a 4-6 week turnaround. Carrie Heimann asked about policy for what will be posted on proposed sign, Chris Moore said that will be on the policy committee's agenda and brought up allowing for law enforcement usage.

Chris Moore asked for motion to accept proposal by Bendsen Signs & Graphics, Inc. for electronic message center sign. Carrie Heimann moved to approve. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

E. Scheduling of Joint Meeting of Finance and Policy Committees to Discuss Response to Minimum Wage Increase

This was discussed earlier in the meeting. Kate Smith will be asked to put out a poll to determine best dates for this meeting. John Howard asked that the committee wait to meet until he and Kate Smith can come up with some prospective options of how the library plans to respond to minimum wage increase so that the joint committees will not be starting from nowhere.

F. Proposed Policies to Approve or Remand to Policy Committee

Update to Patron Confidentiality Policy Related to Security Camera Footage

Chris Moore, Kate Smith, and John Howard met to discuss new cameras and the policy that needs to be adopted/voted upon. Chris Moore is asking the policy committee to look at the disclosure of the security cameras (i.e. signage in the library) and the remote access. Currently, remote access is available to John Howard and Kate Smith. A process has been planned so that those with remote access must fill out a logbook every time camera footage is accessed from a location that is not the library. Rebekah Rhode asked Ann Ohms how other libraries respond to remote access and security cameras. Ann Ohms said that will need to be discussed at the policy committee meeting. Chris Moore asked for everyone's perspective. There were no further comments.

Kristen Streeter moved to remand the security camera policy to the policy committee. Carrie Heimann seconded. All trustees voted in favor of the motion.

Update to Rules of Conduct Policy Related to Service Animals

Rebekah Rhode asked if there was an issue that brought this up. John Howard said no. He also mentioned that the library attorney has looked over the policies and approved. Carrie Heimann asked about a general policy audit needing to be done and Chris Moore said that will be happening soon because a general audit should be completed every three years.

Rebekah Rhode moved to approve update to rules of conduct policy related to service animals. Kristen Streeter seconded. All trustees voted in favor of the motion.

Updates to Social Media Policy Related to Staff and Trustee Use of Social Media

Rebekah Rhode asked if there was an issue that brought this up. John Howard said it is just a new enough need that a policy needs to be put in place. Ann Ohms said it is always best to be transparent when it comes to social media policies and is happy one is being brought forward. Carrie Heimann asked what social media accounts the library has and Maura Stutzman replied that the library has Facebook, Instagram, and Twitter.

Kristen Streeter moved to approve the updates to social media policy related to staff and trustee use of social media. Rebekah Rhode seconded. All trustees voted in favor of the motion.

G. Consideration of Travel Expense

Maura Stutzman will be attending a conference in Baltimore and has asked for the board to approve an overage of \$6/night for hotel fee. Rebekah Rhode moved to approve the overage. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion.

H. September-December Programming at the Library

Maura Stutzman presented the programs coming up in the next few months. John Howard pointed out that dates for the Business Book Club are different than listed on program handout.

I. Discussion of Remote Access of Security Cameras

No discussion.

Strategic Plan

No discussion.

Board Advocacy

A. Mahomet Music Festival August 23 & 24

A signup sheet was passed around for board members to volunteer to work the table the library will have set up at the music festival. A staff member and board member will work the table for approximate 2 hour shifts on both Friday, August 23 and Saturday, August 24. The event runs until 11pm both nights, but the library will pack up once it gets dark.

B. Library Logo shirts for staff and board

The shirts will be approximately \$25. The library will be providing one complimentary shirt to every staff and board member and additional shirts may be purchased individually. The shirts are being created by Campus Ink. The shirts are to be worn when doing outreach representing the library and may be worn to work by staff members.

Trustee Comments

Rebekah Rhode said that she has received a lot of positive comments about the ice cream social. She would also like to start planning for the murder mystery dinner soon. Chris Moore agreed that we should start planning soon. John Howard asked Rebekah Rhode if she would like to meet with him to determine a date in February. Ann Ohms congratulated John Howard on the success of book dominoes and the outreach being done by the library. Carrie Heimann inquired about the board's involvement in the MAYC Fun Run and it was agreed that the board should reach out to the MAYC board to let them know of interest in helping next year. Chris Moore congratulated John Howard and the library staff on a 2,000 person increase in patron attendance.

Adjournment

Rebekah Rhode moved to adjourn the meeting. Ann Ohms seconded; the motion passed. The meeting adjourned at 7:41pm.

Respectfully Submitted by Maura Stutzman, Youth Services and Programming Librarian