

# **MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

## **HEARING ON ORDINANCE 2018-2 AUGUST 13, 2018 6:00PM AT THE LIBRARY**

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**Members Present:** Jeanne Campion, Brian Paragi (arrived during the hearing), Rebekah Rhode, Karin Vermillion

**Members Not Present:** Chris Forman, Bryan Perrero **Also present:** Lynn Schmit, Kate Smith

The hearing was opened at 6:00pm. There was no audience present. The hearing was closed at 6:11pm

# **MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**

## **REGULAR MONTHLY MEETING AUGUST 13, 2018 6:11PM AT THE LIBRARY**

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**Members Present:** Jeanne Campion, Brian Paragi (left during Trustee Comments), Rebekah Rhode, Karin Vermillion

**Members Not Present:** Chris Forman, Bryan Perrero **Also present:** Lynn Schmit, Kate Smith

### **Swearing in of Trustee Rebekah Rhode**

Karin Vermillion swore in new trustee Rebekah Rhode.

### **Approval of Minutes**

Chris Moore moved to approve the minutes from July 9, 2018. Brian Paragi seconded; the motion passed.

### **Treasurer's Report**

Jeanne Campion moved to accept the preliminary financial report for July 2018. Chris Moore seconded. Roll call vote; all trustees voted in favor of the motion. Jeanne Campion moved to accept the check register for July 2018. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion.

Chris Moore asked about the large payment for I HLS and electronic media. Kate Smith informed the board that these are annual bills. Chris Moore also asked about the low year-to-date revenues and Kate told him that most property tax revenue is received in May/June and August/September.

### **Librarian's Report**

Lynn Schmit submitted the librarian's report before the meeting. She added that the library has purchased online training by Lynda.com through LinkedIn. Chris Moore asked if there was further information about the man who caused an after-hours incident at the library and Lynn replied that there was nothing new to add.

### **Audience Comments– No Audience**

### **Committee Reports – Finance Committee**

Jeanne Campion reported that the finance committee met to review the 2018 tax-related ordinances. The committee will be submitting them to the board for approval.

The committee discussed the endowment fund and, in particular, the minimum balance of \$500,000 that must be reached before the library can use any of the funds. The committee decided to recommend the board lower this amount to \$250,000.

Jeanne further reported that the committee will recommend the board transfer recent budget surpluses from the general fund into special reserves, in order to save this money toward future work on the facility. This item will be addressed at the September meeting.

### **New Business**

#### **A. Adopt Ordinance 2018-1 Building and Maintenance Ordinance**

The finance committee recommended approval of ordinance 2018-1. Roll call vote; all trustees voted in favor of the motion.

#### **B. Adopt Ordinance 2018-2 Budget and Appropriation Ordinance**

The finance committee recommended approval of ordinance 2018-2. Roll call vote; all trustees voted in favor of the motion.

#### **C. Review of Emergency Succession Plan**

Lynn Schmit submitted the emergency succession plan for review, noting that the plan itself required board review annually. She pointed out some minor changes that were made after the last review. Brian Paragi moved to approve the plan as amended. Chris Moore seconded; the motion passed.

#### **D. Endowment: Re-visit Reinvestment of Earnings**

Kate Smith informed the board that following the July meeting she learned that the board could only make a change to the reinvestment of earnings for the following year, not the current year. Chris Moore moved to cancel the boards' July decision not to reinvest the 2018 endowment earnings. Brian Paragi seconded; the motion passed.

## **E. Endowment: Discussion of Minimum Balance**

The finance committee recommended that the board lower the minimum endowment fund balance from \$500,000 to \$250,000. Roll call vote; all trustees voted in favor of the motion. The board directed Kate Smith to write a letter to the foundation, informing them of the board's intention. Karin Vermillion will sign the letter.

## **F. Filing of Ehlers Management Reports**

The board agreed to accept the July 2018 report and place it on file.

## **Closed Session**

The closed session to review the minutes of the July 2018 closed session was tabled until September.

## **Strategic Planning**

Chris Moore informed the board that a draft of the strategic plan will be sent to the full board for review in the next 2 weeks. He recommended changing the dates covered by the plan to be 2018-2021 and the board agreed.

The board discussed the final section of the plan, Looking Beyond 2021, and agreed that the key elements for this section include:

- Expanding the Facility, particularly hiring a library consultant to evaluate the needs and paying the architect to develop rough plans and cost estimates.
- Financing the expansion by extending the bond beyond 2028. This will include evaluating the idea of holding a referendum in the very near future and, if it passes, taking out loans based on the anticipated revenue past 2028 in order to expand sooner.

## **Board Advocacy**

The board asked if any trustee coffee coupons had been returned. Kate reported that two of Bryan Perrero's were returned.

Jeanne Campion reported that she was waiting to hear back from the priest to see if the library can use Our Lady of the Lake Catholic Church to host the murder mystery night.

Chris Moore suggested making polo shirts with the library logo available for trustees and staff and offered to look into pricing. Rebekah Rhode suggested providing quirky library- or reading-related t-shirts as giveaways or possibly for sale to patrons.

## **Trustee Comments**

Jeanne Campion noted that it had been quite some time since the board evaluated the performance of the director and suggested establishing a method for doing so with the advent of the new director. She offered to research this.

## **Adjournment**

Chris Moore moved to adjourn the meeting. Rebekah Rhode seconded; the motion passed. The meeting was adjourned at 7:23pm.

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Respectfully Submitted by Kate Smith, Business Manager