

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING SEPTEMBER 14, 2020 6:15PM VIA ZOOM

Members Present: Jeanne Campion, Chris Moore, Rebekah Rhode, Carrie Heimann, Kevin Kelsey

Members Not Present: Brian Paragi, Kristen Streeter **Also present:** John Howard, Kate Smith

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.”

Approval of the Minutes for August 10, 2020

Rebekah Rhode moved to approve the minutes from August 10, 2020. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

Jeanne Campion moved to approve the preliminary financial report for August 2020. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion. Jeanne moved to approve the check register for August 2020. Rebekah Rhode seconded. Roll call vote; all trustees voted in favor of the motion.

Rebekah Rhode asked about the \$2,000 payment to All Your Needs Consulting. John Howard told her that was for the library’s IT consultant. Rebekah also asked why there were several checks to Illinois Heartland Library System and John told her those were for the library’s annual fees for the shared catalog system and eResources.

Jeanne Campion pointed out that the check to Sherry Waldrep was a reimbursement for summer reading expenses and she commented that she would like to see these expenses paid with the library’s credit card.

Director's Report

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

Rebekah Rhode asked why the Batelle study ended the most recent test while the virus was still detectable. John replied that it made no sense to him and that he and other directors had asked the library system to reach out to the managers of the study to get more information. He also noted that this was a significant part of the library’s decision to pursue heat treatment for library materials. He added that library staff members are enthusiastic about getting rid of the long quarantine. Once the staff gets caught up on the backlog, they expect to turn around items in 24 hours.

Kevin Kelsey asked if the heat treatment would damage CDs. John answered that the heat treatment is fine for A/V materials, but that the library staff will supervise these items more closely because of the plastic cases. He added that some materials, such as playaways, hotspots, and kits, won’t be treated with heat.

Carrie Heimann asked if there was any risk for the library to have the equipment in a closet. John told the trustees that the staff was still working out the process, using spare sensors to see how hot the room gets. He also reported that he talked with the sprinkler system company and they told him the sprinklers won’t go off until the room reaches 150 degrees.

Chris Moore recommended getting the word out to the community about the new system and John replied that the library’s marketing team was already making plans.

Jeanne Campion commented that she is glad the library will be open soon between 1 and 3pm on weekday. She reported that she had been at the library that afternoon just after 3pm and it was very crowded. She assumed some of those people wanted to be there between 1 and 3pm.

Jeanne stated that she is also happy to see another outdoor book sale scheduled and wondered if they needed her tent again. John told her to contact Mary Ann Matthews, who is coordinating the sale.

Jeanne then observed that a couple of staff members are still not working at the library and wondered when they are coming back. John noted that, even under phase 4, it is recommended that people who can work at home should do so. He added that it is his view

that as long as they can work at home productively, they can do so. He showed the board a report from the online time accounting system that shows what people are doing when they are working at home. Jeanne asked to verify that the library is paying people for the hours they are actually working, whether at the library or at home and John confirmed this. He also noted that the library is paying for fewer staff hours overall than when fully open.

Rebekah asked what percentage of staff hours are at home versus at the library and John said that it varies by person. Some staff members have fewer projects that can be done at home.

Rebekah asked where hotspots are recorded in the monthly statistics and how the circulation is going. John said that they are included under the equipment category and that they are very popular, with one or two holds on them at any time. Rebekah asked if the library had publicized them lately and John said they were posted on the sign recently, but could be promoted more.

Rebekah said she liked the eBook statistics and wondered if patrons will stick with eBooks post COVID. John said he expects sustained increased use of electronic materials and lockers, even post COVID.

Rebekah then stated that she loves that the library has home-based service and noted she hadn't seen it publicized recently. John agreed that the library could promote this service more. Jeanne asked the library had reached out to the retirement communities and John said the library already provides delivery service to both facilities.

Audience Comments – no comments

Committee Reports

Personnel Committee

Chris Moore reported on the August 24 meeting of the personnel committee. He told the board that the committee recommends following the same procedure for the director evaluation as they did last year, with staff and trustees completing surveys. He said the staff surveys will be due by September 30 to give Chris time to summarize the results for board discussion at the October meeting.

Carrie Heimann stated that she thought the next review was supposed to be in the spring and asked why it changed. John Howard said that since the director evaluation might affect the director's salary, it should be done before the next scheduled pay increase and budgeting process.

No motion was needed since the recommendation came from a standing committee. Roll call vote; all trustees voted to approve the plan.

New Business

A. Adopt Ordinance 2020-3 Tax Levy Ordinance

The finance committee submitted Ordinance 2020-3 for approval, so no motion or second is needed. Roll call vote; all trustees voted to approve the ordinance.

B. Per Capita Grant Education Series – Serving our Public 4.0 (Plan of Study)

John Howard reminded the board that a board of trustee education component is always part of the per capita grant application. Since a new *Serving our Public* came out this year, the application requires that boards read the entire booklet. He told the board that he sent a pdf of the document to them and that he has hard copies available at the library. He proposed that the board discuss portions of the document at each of the next three regular meetings.

C. Consideration of Renewal of QSEHRA

John Howard and Kate Smith reminded the board that the QSEHRA provides an allowance of \$5,000 to qualifying employees for health expenses. John told the board that they must vote each September if they want to continue the plan and if they want to make any changes.

Rebekah Rhode moved to continue the QSEHRA for 2021 at \$5,000 per qualifying employee. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

D. Suggested Process for Expansion Plans – Need for Special Meeting to Consider Written Building Program Document

John Howard told the board that state money has been appropriated for library construction grants for the first time since 2013, and if libraries that qualify will 35-50% of total project costs.

Based on this, John is proposing to move forward with the process with some expedition so the library will be prepared to submit an application by April 15. He noted that he laid out a potential timetable in the materials he submitted to the board before the meeting. He summarized the next steps:

1. The board will read the latest draft of the project document and hold a special meeting to discuss it.
2. John will contact potential architects.

3. The building and grounds committee will meet, probably in November, to choose an architect.

John estimates the cost to have an architect create a design and prepare the plans needed for the application to be \$30-40,000.

Rebekah Rhode noted that the application is due in April and asked when the library would be notified if a grant was awarded. John told her it would be about two months after that. Rebekah pointed out that to get the grant, the library board would have to show that they can come up with the rest of the money and they would therefore have to have a referendum.

Jeanne Campion asked what would happen if a referendum didn't pass. John said that the library would lose the grant.

Rebekah expressed concern about the timing during a pandemic. Chris Moore told the board they could discuss this more during the special meeting to review the project document. John asked the trustees to send him any questions they have so he can research the answers before that meeting.

Kevin Kelsey noted that this construction will be necessary at some point and that the work the board does now can lay the groundwork for that. John agreed.

Strategic Plan Update – No Discussion

Board Advocacy – Murder Mystery Dinner

John Howard asked the board what they wanted to do about the annual murder mystery dinner, usually held in February.

Rebekah Rhode said that Farm Credit will not provide the room as long as the region is in phase 4 for the pandemic, noting that even their staff meetings must have fewer than 10 people.

Chris Moore proposed moving the date. Jeanne Campion stated that the board probably needs to wait and see what happens before choosing a date. The board agreed to revisit this in October.

Trustee Comments

Jeanne Campion noted that Floyd Giles recently passed away and reminded the board that he designed the library grounds when the library was built. She stated that she would like the board to recognize him in some way.

Rebekah Rhode asked if the Tax Levy Ordinance would be ready to sign soon. Kate Smith told her it was in the trustee mailbox.

Chris Moore thanked John and the library staff for pursuing a new approach for a quicker turnaround with library materials and for still following the science.

Adjournment

Kevin Kelsey moved to adjourn the meeting. Carrie Heimann seconded; the motion passed. The meeting adjourned at 7:27pm.

Respectfully Submitted by Kate Smith, Business Manager