

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING NOVEMBER 12, 2018 6:00PM AT THE LIBRARY

Members Present: Chris Forman (arrived during approval of minutes), Chris Moore, Brian Paragi, Bryan Perrero, Karin Vermillion
Members Not Present: Jeanne Campion, Rebekah Rhode **Also Present:** Lynn Schmit, Kate Smith

Approval of Minutes

Brian Paragi pointed out that he was listed as the person who asked questions about the audit, when it should have been Bryan Perrero.

Brian moved to approve the minutes from the regular meeting on October 8, 2018 as amended. Chris Moore seconded; the motion passed.

Treasurer's Report

Chris Moore moved to accept the financial report for October 2018. Brian Paragi seconded. Roll call vote; the motion passed. Bryan Perrero moved to accept the check register for October 2018. Chris Forman seconded. Roll call vote; the motion passed.

Librarian's Report

Lynn Schmit submitted the librarian's report before the meeting. She added the following information:

- Rita Bartholomew donated \$2,000 to the library.
- The Rotary Club of Mahomet and Friends of the Mahomet Library received a grant and provided matching funds to total \$6,000 for purchasing new furniture for the children's department in honor of Lynn's grandchildren.

Chris Moore asked for clarification on the procedures involved in filing his petition; Lynn answered the questions.

Audience Comments – John Howard

Incoming library director John Howard attending the meeting, but had no comments during this portion.

Committee Reports – No Committee Reports

New Business

A. Resolution 2018-1, Appointment of an IMRF Representative

Lynn Schmit presented this resolution to appoint John Howard as the new IMRF representative to replace Lynn. Chris Moore moved to approve the resolution. Bryan Perrero seconded; the motion passed.

B. Resolution 2018-2, For Signing Authority on Library Accounts

Lynn Schmit informed the board that the library needs two trustees, in addition to Treasurer Jeanne Campion, to volunteer to sign checks. Bryan Paragi and Chris Moore volunteered. Brian moved to approve the resolution with these three names. Bryan Perrero seconded; the motion passed.

C. Resolution 2018-3, Opening and Managing Brokerage Accounts

Kate Smith informed the board that TD Ameritrade requires that the three people with authority to open and maintain brokerage accounts be the President, Vice President, and Treasurer. Resolution 2018-3 states this in the specific wording requested by TD Ameritrade. Chris Forman moved to approve this resolution. Bryan Perrero seconded. Roll call vote; all trustees voted in favor of the motion.

D. Recommendation to Transfer Money from the General Fund to Special Reserves

Kate Smith reported that the general fund reserves are larger than needed for library expenses. She recommended transferring \$100,000 to special reserves to use for future building and equipment needs. Chris Forman moved to approve this transfer. Bryan Perrero seconded. Roll call vote; the motion passed.

E. Minor Updates to Two General Policies

Lynn Schmit and Kate Smith presented two library policies that needed minor changes: the reference and readers' advisory policy and the circulation policy. Chris Forman moved to approve these changes. Chris Moore seconded; the motion passed.

F. Volunteer to be an Emergency Contact

Lynn Schmit reported that she and Kate Smith updated the library's emergency response manual. One of the requirements is to have a trustee serve as an emergency contact after the director and the business manager. Chris Moore volunteered to be this contact.

G. Review of Chapter 10 of the *Trustee Facts File, 3rd Edition*

Lynn Schmit reported that the requirements for the per capita grant were changed and trustees now needed to review this chapter on Budget and Financial Management, which was submitted to the members in the board packet. She asked the trustees if there was anything about the library's financial management they would like to see changed after reading this chapter. The trustees had no changes.

H. Filing of Ehlers Management Reports

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

Strategic Planning

Chris Moore noted that the report was now on hold, pending incoming Director John Howard's input. The trustees and John agreed to discuss this at the January meeting.

Chris asked if the date for the plan should now be changed, since it would not be approved until 2019. Kate Smith suggested it be left as is, since the library was already instituting some changes listed in the plan.

Board Advocacy

Karin Vermillion reported that the CUTC mystery dinner team was booked for February 9 and she suggested February 16 as an alternate date. The board agreed and directed Karin to contract with CUTC for this date.

Bryan Paragi reminded everyone that they could use Amazon Smile to support the Friends of the Library when they do their holiday shopping.

Trustee Comments

Lynn Schmit asked if the board would like to cancel the meeting in December, noting there would be nothing material on the agenda. The board agreed to do this.

Chris Moore noted that November is National Navy Aircraft Carrier Month and suggested this as a possible display theme for November 2019.

Adjournment

Chris Forman moved to adjourn the meeting. Brian Paragi seconded; the motion passed. The meeting adjourned at 6:41pm.

Respectfully Submitted by Kate Smith, Business Manager