

# MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MONTHLY MEETING APRIL 11, 2022 6:15PM AT THE LIBRARY

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**Members Present:** Susie Baker, Jeanne Campion (left during discussion of ice cream social), Carrie Heimann (arrived during approval of minutes) Kevin Kelsey, Chris Moore, Rebekah, Rhode, Kristen Streeter  
**Not Present:** N/A **Also present:** John Howard, Kate Smith

Chris Moore opened the meeting by reading the library's mission statement: "Together we create a welcoming community that empowers everyone to learn, connect, create, and grow."

### Approval of the Minutes for March 14, 2022

Kristen Streeter moved to approve the minutes from March 14, 2022 as amended. Susie Baker seconded; the motion passed.

### Treasurer's Report

Jeanne Campion moved to approve the financial report for March 2022. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Jeanne Campion moved to approve the check register for March 2022. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Chris Moore asked if the budget for donations is based on historical trends. John Howard said that it was, but that it's kind of a guess.

### Director's Report

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

Jeanne Campion said that she was glad the library is going to be a polling place, since any time people come to the library who wouldn't otherwise come, it's good.

Kevin Kelsey asked Chris Moore if he planned to send a thank you note to Maura. Chris said that he had sent an email already, but he intended to send a formal letter on behalf of the board.

Carrie Heimann asked about the Run to the Library, verifying the date change and offering to help Rebekah Rhode. She also asked about promotions for the event. Kate Smith said that it was at the top of the PR team's agenda now that Leah Dreeste has returned from leave. John Howard told the board that there would be multiple volunteer opportunities for the event.

Chris Moore asked if there had been any movement made with the Village on the insurance issues. John said that he and Kate would be meeting with the Village and their insurance representative on April 20.

John Howard told the board he had received five or six applications for Maura's position so far and that some looked very good.

### Audience Comments – No Audience

### Committee Reports – Policy Committee

Chris Moore reported that the policy committee met April 7 to talk about three things:

- The schedule of policies to be reviewed in each of the next three years,
- Exit interviews for departing staff members, and
- The creation of a foundation for fundraising.

### Exit Interviews

Chris Moore told the board that it is very clear that human resources execute exit interviews in normal workplaces, but the library has no HR department. He also said that the policy committee didn't feel this is a legitimate Board of Trustees function and that there is no intention to circumvent library staff.

He told the board that the committee had discussed working with the school district to see if someone there could do it. Jeanne Campion commented that she worked for the school district for 17 years and had never heard of anyone having an exit interview. Rebekah Rhode suggested asking Dr. Hall to do this and Kevin Kelsey suggested a school social worker. Carrie Heimann stated that she was reluctant to ask anyone from the schools to do this because she felt it was inappropriate.

John Howard said that staff members had suggested hiring Cindy Guthrie.

Carrie Heimann asked why this wasn't a role of the personnel committee.

Board members agreed to transfer this discussion from the policy committee to the personnel committee, with the intention of having the personnel committee develop a list of questions to ask departing staff members. John Howard agreed to bring options to the board for how to conduct the interviews.

## **Foundation**

Chris Moore reported that the policy committee concluded that fundraising should not be a role only for trustees and proposed the creation of a foundation, made up of community members with an ex-officio member from the board of trustees.

Rebekah Rhode pointed out that when the library creates a foundation, it loses control over how the funds are raised and used.

Carrie Heimann commented that the board needs to be thoughtful about how this is represented, including the purpose and goal.

Kevin Kelsey commented that it will be easier to raise money this way, stating that there will be more credibility because of the wall between the foundation and the library.

There was a brief discussion about how to set up a foundation and some of the costs involved, including attorney fees and filing fees.

Kevin Kelsey moved to form a 501c3 Foundation to support library fundraising efforts with an initial cost not to exceed \$2500. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion.

## **New Business**

### **A. Current Status of Construction Grant and Feedback on Grant Application Narrative**

Chris Moore reminded the board that John Howard sent out a draft of the narrative portion of the grant application and he was seeking input from the board.

Rebekah Rhode asked if the library was "priority 2" for the grant and John said that was so, because of the growing community. He added that Mahomet is the 11<sup>th</sup> fastest growing community in the state.

John Howard told the board that the latest from his contact at the state library was that the state is close to the final version of the 2022-23 budget and no money has been appropriated from this grant, but that it is still good for the library to apply now. He pointed out that there is no downside to applying now, even if the library has to wait longer for the funds, since the board now knows how it plans to expand and what it will look like and cost, and the board is planning to set up a foundation to raise funds.

### **Strategic Plan Quarterly Update**

John Howard sent out the quarterly update before the meetings. Chris Moore pointed out that John had forgotten to add the Run to the Library as an accomplishment under connecting to the community objectives.

## **Board Advocacy**

### **A. Proposal from Lucky Moon to Combine Pie Eating Contest with Ice Cream Social**

John Howard told the board that Lucky Moon Pies and More would like to hold a pie eating contest and had asked if the library had an event that could include this contest. The trustees agreed this would be a good idea as long as the cost isn't prohibitive for participants, since the library generally holds free events.

### **B. Formation of Committee to Organize Ice Cream Social**

John Howard told the board he is stretched thin in his job already and asked the trustees to form a committee to plan this event, since it is a board of trustee event.

Rebekah Rhode and Carrie Heimann agreed to help with this committee.

The board discussed various dates and agreed that a Doodle poll was necessary to find a date that most trustees could make.

## **Trustee Comments**

Carrie Heimann said that the new play kitchen is a raging success in the kids' area.

Chris Moore asked who on the board is a member of the Friends of the Library and if they'd received emails about the book sale, because he wanted to be sure people knew it was coming up.

## **Adjournment**

Rebekah Rhode moved to adjourn the meeting. Kevin Kelsey seconded; the motion passed. The meeting adjourned at 7:21pm.

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Respectfully Submitted by Kate Smith, Business Manager