

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING FEBRUARY 13, 2023, 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Jeanne Campion, Carrie Heimann, Kevin Kelsey, Chris Moore

Not Present: Rebekah Rhode, Kristen Streeter **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 Regular Meeting Minutes for January 9, 2023

John Howard corrected the attribution of an audience comment from Mike Cunningham to Scott Schaumann. Chris Moore pointed out that the minutes omitted a report on the approval of the Closed Session Minutes for December 2022.

Kevin Kelsey moved to approve the regular meeting minutes for January 9, 2023, as amended. Susie Baker seconded; the motion passed.

Treasurer's Report

Jeanne Campion moved to approve the financial report for January 2023. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Jeanne Campion moved to approve the check register for January 2023. Kevin Kelsey seconded. Roll call vote; all trustees voted in favor of the motion.

Kevin Kelsey asked if the postage error noted in the December 2022 financial report had been corrected. Kate Smith said that it had.

Director's Report

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

Chris Moore said that he was impressed the library got over 130 responses to its solicitation for feedback [on genrefying the adult fiction]. John Howard said the staff at the circulation desk asked people to fill out the survey and included it with books placed in the lockers. He said he was happy with the results, and they matched what he thought was best for the library.

Chris Moore thanked John for the insights on the new chat help. He noted they were all positive and asked if any interactions had been negative. John said that so far, all had been positive and probably half had been locker requests. He told the board he reviews the chat transcripts and has been pleased with the quality of staff responses.

Audience member Scott Shaumann asked how much time was spent on chats versus something else. John said that so far there had been very few chats per day and he added that the chat exchanges were typically a replacement for what would have been phone conversations.

Audience Comments – No comments

Committee Reports – No reports

New Business

A. Statements of Economic Interest

John Howard reminded the board that every trustee must fill out a Statement of Economic Interest every calendar year. He told the trustees he would be sending them an email soon with a link to the form and guidance from the library's attorney to make filling out the form easier.

Kevin Kelsey said that he had filled this out already as a member of the IMLS board and asked if he had to do it again. John said that he needed to do it separately for this board position.

B. Consideration of Contract to Update Website

John Howard told the board that, after interviewing four potential website designers, he was recommending the library hire Surface 51, the same company that designed the library's current website. He sent a copy of his recommendation with the board packet.

Jeanne Campion commented that working with the same company was a positive. Chris Moore said he had confirmed with John that this was the lowest bid, possibly because the company was already familiar with the library's website.

Carrie Heimann commented that the cost seemed high, but other trustees said they didn't think it was high. Audience member Scott Shaumann said that \$16,000 is a very minimal cost for website design and his only concern was that there was no detail. John explained the detail of Surface 51's proposal to the board.

Carrie Heimann asked about the ongoing maintenance costs. John said that Surface 51 will handle behind the scenes updates and

security while library staff will handle content changes.

Jeanne Campion asked who would make decisions about the design. John said it would be handled by the marketing team and himself, with input from other staff members.

Jeanne Campion asked if John had advertised for a part-time marketing person yet. John said he was still working on the job description.

Carrie Heimann moved to approve John's recommendation as submitted in the board packet. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

Strategic Plan – No report

Board Advocacy – Final Considerations for Murder Mystery Dinner Feb 18th

Kate Smith presented the task list assignments, and the board discussed them, along with the schedule for Saturday.

Trustee Comments

Chris Moore asked Kevin Kelsey if he had completed the Closed Session review. Kevin replied that he had forgotten and would do it. Chris reminded him that there was a separate folder on the board drive with the minutes.

Adjournment

Jeanne Campion moved to adjourn the meeting. Carrie Heimann seconded; the motion passed. The meeting adjourned at 6:56pm.

Respectfully Submitted by Kate Smith, Business Manager