

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING JUNE 12, 2023, 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Mike Cunningham (attended via Zoom), Carrie Heimann, Kevin Kelsey, Scott Schaumann, Kristen Streeter, Stevi Stutzman **Not Present:** N/A **Also present:** John Howard, Kate Smith

Oath of Office for Remaining Trustee

Kevin Kelsey led Scott Schaumann in reciting the oath of office.

Approval of the Regular Meeting Minutes for May 8, 2023

Scott Schaumann pointed out a date error in the heading. John Howard pointed out that the minutes incorrectly identified one of the trustees who took the oath of office.

Carrie Heimann moved to approve the minutes as amended. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Treasurer's Report

Carrie Heimann moved to approve the financial report for May 2023. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

Carrie Heimann moved to approve the check register for May 2023. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Carrie Heimann pointed out that there were several transfers between accounts this month. Scott Schaumann asked if they were to pay the money owed between funds. John Howard said that some transfers were for this. Kate Smith added that a \$300,000 transfer was from one General Fund account to another.

Stevi Stutzman asked if checks written to other libraries were to pay for lost items. John told her that was the case.

John Howard told the board that library staff would soon send them a list of regular vendors for their reference.

Election of Officers for 2023-2024

Susie Baker nominated Kevin Kelsey for President. Kristen Streeter seconded. Roll call vote; all trustees voted in favor of the motion.

Kevin Kelsey nominated Susie Baker for Vice President. Kristen Streeter seconded. Roll call vote; all trustees voted in favor of the motion.

Kevin Kelsey nominated Kristen Streeter for Secretary. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Susie Baker nominated Carrie Heimann for Treasurer. Kristen Streeter seconded. Roll call vote; all trustees voted in favor of the motion.

Appointment of Committees and Position

Kevin Kelsey announced the following committee appointments:

- Finance: Carrie Heimann, Scott Schaumann, Stevi Stutzman
- Policy: Susie Baker, Kristen Streeter, Stevi Stutzman
- Personnel: Susie Baker, Mike Cunningham, Carrie Heimann
- Building and Grounds: Mike Cunningham, Scott Schaumann, Kristen Streeter

Scott Schaumann agreed to serve as Parliamentarian.

Mike Cunningham agreed to serve as the Open Meetings Act Officer.

Director's Report

John Howard submitted the director's report before the meeting. He pointed out the circulation statistics, saying that he remains delighted in the increases from the previous year and that he feels the library is almost back to pre-COVID levels.

Kevin Kelsey asked if there were any updates on the website. John said that it is in the stage of adding content and fixing bugs. Scott Schaumann asked if there was an estimated timeline and John said he hoped to launch by August 1. Kevin Kelsey asked about testing. Kate Smith explained that there were very few "moving parts" to the library's site, so testing would consist primarily of proofreading and link testing by staff. She asked if trustees would like to help with this and they said they would.

Carrie Heimann asked about the progress on statistics comparing physical and digital checkouts. Kate Smith explained that she had been working on this but hit one snag: digital platforms do not let the library run a report on how many times items have been

checked out; to see this information, library staff must open each individual record. But she added that she was compiling all the statistics physical and digital records had in common to compare their use as best she could. John Howard shared his frustrations with the high cost of digital items for libraries and how challenging it can be to decide when to purchase copies. The trustees discussed anecdotal evidence about the use of print versus digital items. John said that he predicts that physical books will remain popular, but audiobooks on CD will disappear in favor of downloadable ones.

Kevin Kelsey said that the I-Spy event was wonderful and asked John to send the board's thanks to the staff. Carrie Heimann said she loved the suggestion to start at Barber Park instead of Lake of the Woods, because the current route is a little long. Stevi Stutzman agreed, saying it was long for little legs. Stevi said the event was well planned, with a lot of activities for kids to choose from, which kept each activity from becoming overcrowded. She suggested that Ice Daddy's be parked in a different location, because the line made it difficult for staff and volunteers to get in and out of the meeting room for supplies. Kevin Kelsey observed that the Rotary Club members worked hard at the event. John Howard said that the event was jointly sponsored by the Rotary Club and the Friends of the Library and both groups of volunteers worked hard. Kevin offered to send thank you letters to both groups on behalf of the board. John also thanked the library board members who volunteered at the event and said he is working with Marketing Coordinator Heather Murphy on writing thank you notes to the sponsors.

Audience Comments – No comments

Committee Reports – No Reports

New Business

A. Approval of Audit Engagement Letter for 2023

Kevin Kelsey asked if there were any significant differences between this year's agreement and last year's. Kate Smith said they were similar, with the cost higher this year due to higher costs for the auditor. She said that CliftonLarsonAllen has served as the library's auditor since before she came to the library and they know the library well and execute the audit efficiently.

Carrie Heimann moved to approve the audit engagement for 2023. Stevi Stutzman seconded. Roll call vote; all trustees voted in favor of the motion.

B. Meeting Schedule Ordinance for 2023-2024

John Howard submitted Ordinance 2023-1, the Meeting Schedule Ordinance to the board for approval.

Stevi Stutzman moved to approve ordinance 2023-1. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Strategic Plan – No Report

John Howard explained to the new trustees that he gives a progress report on the strategic plan the first month of each quarter, so the next report will be at the July meeting.

Board Advocacy

John Howard told the board that, based on their responses to the Doodle Poll, the Ice Cream Social will be held Sunday, July 23 from 2-4pm. He said that he could not reserve the Wildwood String Band and is looking for other suggestions for live music. If he can't get a live group, he will ask Matt Difanis if he can bring his music truck.

John told the trustees that he hopes to have library polo shirts for the new trustees by the event and that their role is to scoop ice cream. Kate Smith said that Becca Strom had asked if a few trustees could come at 1pm that day to help set up.

Carrie Heimann told the board that she worked with Becca on the event in 2022 and that she got ice cream donated from Schnucks and bought supplies and toppings. She recalled that last year The Main Scoop had expressed interest in helping with the event this year. John Howard said he would reach out to them later that week.

Trustee Comments

Stevi Stutzman asked about the library's space at Sangamon on Main. John Howard explained that, due to limited shelf space, the library was trying to expand its collection by storing some items in an off-site location at Sangamon on Main. He explained that when the library first created plans for expansion, the need for a large collection was part of that discussion. This led to a brief discussion about the library's expansion plans and grant applications. John said he would give a presentation to the new trustees about these plans.

John Howard encouraged board members to join the Illinois Library Association, saying that the library pays the dues for trustees.

Kevin Kelsey read a letter from former trustee Chris Moore, thanking the library for the book donated in his name and the library mug and telling the trustees it had been a pleasure to serve with them. Kevin also read a letter from the director of the Chatham Library, praising John Howard as a valued resource for other directors across the state.

Kevin Kelsey said that since half of the board members are new, he wanted to say a few words. He told the board, "We need to

empower and inspire to make a difference in the lives of library staff, so they can make a difference in the lives of patrons. We change lives and by doing that, I'm a better person. If we do our job right, we change lives. I miss the people who are gone, but I'm really looking forward to working with the new trustees, working as colleagues for the greater good."

Adjournment

Scott Schaumann moved to adjourn the meeting. Susie Baker seconded; the motion passed. The meeting adjourned at 7:30pm.

Respectfully Submitted by Kate Smith, Business Manager