

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

PUBLIC HEARING ON ORDINANCE 2023-3

AUGUST 14, 2023 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Mike Cunningham, Carrie Heimann, Kevin Kelsey, Scott Schaumann

Not Present: Kristen Streeter, Stevi Stutzman **Also present:** John Howard, Kate Smith

Kevin Kelsey opened the hearing at 6:15pm. There were no audience members.

Scott Schaumann moved to close the hearing on the library's Annual Budget and Appropriation Ordinance 2023-3. Mike Cunningham seconded; the motion passed.

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REGULAR MONTHLY MEETING AUGUST 14, 2023, 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Mike Cunningham, Carrie Heimann, Kevin Kelsey, Scott Schaumann

Not Present: Kristen Streeter, Stevi Stutzman **Also present:** John Howard, Kate Smith

Kevin Kelsey 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." John Howard mentioned that some board members had pointed out that the mission statement was different on the website than in the strategic plan. Kate Smith agreed to investigate this.

Approval of the Regular Meeting Minutes for July 10, 2023

Scott Schaumann moved to approve the minutes for July 10, 2023. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

Treasurer's Report

Approval of Reports

John Howard reminded the board that the June financial reports were not complete in time for the July meeting, so their approval is on this month's agenda.

Carrie Heimann moved to approve the preliminary financial report for June 2023. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

Carrie Heimann moved to approve the preliminary financial report for July 2023. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

Carrie Heimann moved to approve the check register for July 2023. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion. There was no discussion.

Review of 2022-23 Budget vs Actual and Surplus Breakdown

John Howard reviewed the sources of this year's surplus, specifically pointing out:

- Lower payroll costs because library staff planned to provide insurance for three employees for the year and ended up providing insurance for two employees for only the second half of the year.
- Higher TIF revenue than expected.
- Over \$9,000 in investment gains, which are not actual cash revenue.

He added that he overspent in materials at the end of the year because he knew there would be a surplus.

Carrie Heimann asked what happens to the surplus and John explained that the funds remain in reserve for future needs, including eventual library expansion plans.

John told the trustees that the county treasurer is holding on to a significant amount of funds this year and that he tried to contact her office to find out why. He added that he ended up contacting the News Gazette to investigate.

Director's Report

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

He pointed out that July statistics for circulation and door counts were higher than the previous year and added that the numbers

are starting to look a lot like pre-COVID numbers. Scott Schaumann asked if it was possible to get annual statistical comparisons. Kate Smith apologized for not including them in the board packet as she usually does at the end of the year, and she promised to get them out to the board.

John told the board that he hired a facilities maintenance coordinator to work two hours per week surveying the building for problems and performing routine maintenance and repairs, with more hours when larger projects and repairs come up. The coordinator will repair what he can and recommend contractors when needed. Scott Schaumann asked what this will cost; John estimated \$2500-\$3000 in regular salary, plus more for larger projects. He pointed out that would still be much less expensive than calling contractors for every repair. The trustees agreed that they expect maintenance costs to increase this year because of the backlog of projects and preventative maintenance that will now be done. Scott Schaumann told John that at some point it would be nice to see a preventative maintenance plan, including when and how tasks will be done.

John told the board that there will be a grand opening for the Storywalk at Lake of the Woods on Saturday, September 9. He said Becca Strom would be at the event, but that he himself has a conflict with a Rotary event. He asked trustees to attend if possible.

Audience Comments

Jack Van Hoorn introduced himself as a Life Scout ready to work on his Eagle Scout project. He gave a presentation on his plans to build three Little Free Pantries, one in Rantoul and two in Mahomet. One of the Mahomet pantries will be on library grounds, replacing the current metal newspaper box model. He told the board he hopes to have the project completed before winter. The trustees all agreed this was a wonderful project and thanked him for placing one at the library.

Committee Reports – No Reports

John Howard told the board that the policy committee would be meeting soon to review several policies and that the building and grounds committee would need to meet for their annual fall walkthrough.

New Business

A. Adopt Ordinance 2023-2 Building and Maintenance Ordinance

Carrie Heimann told new board members that Illinois law requires that the building and maintenance fund have this additional ordinance each year.

Scott Schaumann moved to approve Ordinance 2023-2. Mike Cunningham seconded. Roll call vote; all trustees voted in favor of the motion.

B. Adopt Ordinance 2023-3 Budget and Appropriation Ordinance

Carrie Heimann reminded the board that this ordinance is the budget on record, but not the operating budget the library actually follows. She explained that the ordinance represents what the library will have the legal authority to spend, not necessarily what the library will spend. Kate Smith added that Illinois law will not allow the library to exceed the budget in this ordinance in any one fund by more than 3% without having to pass and amended ordinance. She explained that for this reason, government entities like the library will pad the budget & appropriation significantly in case of emergency spending needs, but that library staff will follow the operating budget approved by the board in the spring.

Scott Schaumann moved to approve Ordinance 2023-3. Mike Cunningham seconded. Roll call vote; all trustees voted in favor of the motion.

C. New Website – Heather Murphy, Marketing Coordinator

Heather Murphy showed the trustees the new website and told them they would be receiving a link to the site so they can look things over and report errors back to the team. The trustees made several favorable comments about the new site.

Kevin Kelsey pointed out that on the current site, some trustees have bios, but newer ones do not. After some discussion, the board agreed that all trustees should have bios and they will be written in the third person. Heather offered to help trustees write or edit their bios. In the meantime, the new website will have links to trustee emails, but no bios.

Scott Schaumann asked about plans for 301 redirects from old website URLs to the corresponding pages on the new site, so that patrons who have bookmarked favorite pages will have those links still work. Kate Smith said she would find out from Surface 51 how to handle this.

Strategic Plan – No Report

Board Advocacy

Review of Ice Cream Social

John Howard said that, based on the number of bowls used, trustees scooped about 350 servings of ice cream. He said he thought

the event went well and the trustees who were there agreed.

Participation in Mahomet Music Festival Booth August 25-26, 2023

John Howard told the trustees he would send out an email to remind them when they had volunteered to work at this event. Kevin Kelsey said that he volunteered every year and always had a lot of fun. John told new trustees that the library has a Plinko board and people win prizes, including books.

Trustee Comments

Scott Schaumann, board parliamentarian, said that he was reviewing the Roberts Rules of Order and the book suggests the agenda should be approved by the board. He asked the other trustees what they thought. John Howard reminded the board that they could add any discussion items to the agenda they wanted, but they couldn't act on an item that was not on the posted agenda. He also noted that the library bylaws had some specific content about the agenda. After some discussion, the board agreed that the policy committee would review the bylaws and return to the board with some recommendations.

Kevin Kelsey said he had several comments. He started with a report on the status of the development of a library foundation. He told the board about meetings he had had and planned to have with specific community members to see if they would be interested in serving on a foundation board and he was getting some interest.

Kevin told the board that he, John, and Kate would be meeting the following week to re-evaluate long-term investment strategies considering current interest rate expectations.

Kevin also told the board that he had sent a note to the Friends of the Library, asking them to invite him to their next meeting so they could discuss ways the board and Friends could work together for the benefit of the library.

Kevin told John he had seen the Facebook post about the new Adopt-a-Shelf volunteer program and wondered if the library had received any responses. John said that they had five or six people email almost immediately to volunteer.

Adjournment

Scott Schaumann moved to adjourn the meeting. Mike Cunningham seconded; the motion passed. The meeting adjourned at 7:45pm.

Respectfully Submitted by Kate Smith, Business Manager