

# MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MONTHLY MEETING OCTOBER 9, 2023, 6:15PM AT THE LIBRARY

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**Members Present:** Susie Baker, Mike Cunningham, Kevin Kelsey, Scott Schaumann, Kristen Streeter, Stevi Stutzman

**Not Present:** Carrie Heimann **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."

### Approval of the Regular Meeting Minutes for September 11, 2023

Kristen Streeter moved to approve the minutes for September 11, 2023. Scott Schaumann seconded. The motion passed unanimously. There was no discussion.

### Treasurer's Report

Kevin Kelsey proposed moving "Presentation of Audit and Acceptance of Audit" from New Business to Treasurer's Report and the other trustees agreed.

Sandy Perry from CliftonLarsonAllen introduced herself and summarized the results of the audit. She reminded the board that in 2022 the library implemented GASB 87 -- rules related to leases such as the library's rental of space for offsite storage. She told them that this year the audit team implemented GASB 96 -- rules related to technology software subscriptions -- but determined the library had none that stretched beyond one year at a time.

Sandy pointed out two minor adjustments in the report and the one material finding, regarding the use of CliftonLarsonAllen to create the financial statements, which appears in the audit report every year. She explained that GASB standards require that entities such as the library have a staff member capable of creating financial statements, but this is difficult for many smaller government units and businesses to do. Scott Schaumann asked about the risk involved for the library and Sandy explained that it is manageable, since the library has strong internal controls. Kate Smith pointed out that it would be difficult for a library staff member, such as herself, to keep up with all of the GASB standards and ensure that everything was being implemented correctly.

Stevi Stutzman moved to approve the final financial reports for June, July, and August 2023. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

Mike Cunningham moved to approve the financial report for September 2023. Kristen Streeter seconded. Roll call vote; all trustees voted in favor of the motion.

Stevi Stutzman moved to approve the check register for September 2023. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard pointed out that there was no IMRF payment this month because IMRF is updating its website and asked agencies to not enter wage reports for September yet.

Kevin Kelsey asked about the check written to the Nashville Public Library and Kate Smith said that library is in Nashville, Illinois, not Tennessee.

### Director's Report

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

He announced that he has promoted Tammy Caputo to the position of Assistant Director, effective October 23. He explained that the timing for this change made sense with the approaching retirement of Kate Smith and that Tammy has already been doing many of the tasks in the Assistant Director job description. He asked Tammy to say a few words. She told the board she is honored and excited, that she shares John's vision for the library, and that she thinks they can achieve this vision as a team. Scott Schaumann asked if this move meant there would be open work to backfill, and John said other staff members would need to fill some desk shifts currently held by Tammy. John also told the board that the new business manager will do most of the things Kate has been doing, but without as much involvement in the day-to-day operations.

Kevin Kelsey said the Evening with the Director event for Friends of the Library was a raging success and he hopes John will do it again. John said the goal of the program was to make being a Friend of the Library about more than first dibs on the book sales.

Stevi Stutzman asked where the library maintains job descriptions. John said there are several written descriptions, but they are not in one manual at this time.

Kevin Kelsey noted the renewal of the lease for offsite storage and said he'd like to see it some time. John said he would be happy to give him a tour. John told the board that when offsite storage is full, they will weed the items that have been there for a few years and not checked out, since the library has no plans to expand offsite space at this time.

## **Audience Comments – No Comments**

### **Committee Reports**

#### **Building and Grounds Committee**

The building and grounds committee met on September 25. Committee chair Mike Cunningham told the board that the committee's biggest decision was to not file an insurance claim for the roof. He said the committee discussed the pros and cons and decided it was the best decision for the library at this time. He said the committee walked through the grounds and the facility and identified mostly minor things that need to be repaired.

#### **Personnel Committee**

Kevin Kelsey said the personnel committee met October 2 to discuss two topics: the creation of an Assistant Director position and the upcoming director's evaluation. He said that evaluation forms from board members and staff would be due to him by the end of October and he will consolidate the responses for the board to review and discuss at the November meeting. After that meeting, Kevin will meet with John to discuss the results.

Mike Cunningham asked how new board members can evaluate the director when they've only been on the board a few months. Kevin Kelsey told him it's common for newer members to put "N/A" when they don't have a response. Kristen Streeter agreed, but also told new members they probably know more about how the director is doing than they think they do.

### **Unfinished Business**

#### **A. Use of Public Rooms Policy**

John Howard reminded the board that they had tabled the vote on the policy at the September meeting. Stevi Stutzman said the board wanted Kevin Kelsey's input into a discussion about private parties, raised in September by Carrie Heimann.

The trustees discussed whether to allow private parties, such as birthday parties or wedding showers, in the library's meeting room. Several trustees were concerned about messes. John Howard expressed concern that opening the room for such events would lead to having the room booked for parties so often that groups and organizations would no longer be able to find openings for their meetings. The trustees agreed that such meetings should have priority.

Board members agreed that it would be in the best interests of the community and the library to continue the policy of not allowing the room to be used for private parties.

Stevi Stutzman moved to accept the proposed updates to the Use of Public Rooms Policy. Scott Schaumann seconded. The motion passed unanimously.

### **New Business**

#### **A. Presentation of Audit and Acceptance of Audit**

This discussion was moved to the Treasurer's Report.

#### **B. Proposed Changes to Personnel Policy**

John Howard told the board that most of the changes were intended to bring the manual up to date with current library practice. He pointed out one correction since the personnel committee originally approved the proposed changes.

Kristen Streeter moved to approve the personnel policy as amended. Susie Baker seconded. The motion passed unanimously.

#### **C. Discussion of Two Versions of the Mission Statement**

John Howard pointed out that the website and the strategic plan have two slightly different versions of the mission statement and he would like the board to clarify which one is correct. He said that he believes the one on the website, which has been read at every board meeting, is the most recent version.

Scott Schaumann moved to adopt the version on the website. Stevi Stutzman seconded. The motion passed unanimously.

#### **D. Review of Chapters 1-5 of Serving Our Public 4.0**

Board members read these chapters before the meeting and reviewed the checklists as a group to identify potential issues for the library. They found no issues for chapters 1, 2, and 4.

While discussing chapter 3, Kristen Streeter asked if the library has job descriptions. John Howard said there are job descriptions, but they are not formally gathered in one place. He said the current salary schedule has been in place for some time and it may be time to review it.

While discussing chapter 5, John pointed out that the library needs a capital asset plan and he would work on this with Bob Schlorff, the library's facility maintenance manager. He added that while the library does not have a written capital asset plan at this point,

there are enough funds in Special Reserves to cover anything that might come up.

## **E. Plan for Director Evaluation for 2023**

Kevin Kelsey noted that he discussed this during the personnel committee report and he included the questions in the board packet.

## **Strategic Plan**

John Howard submitted the quarterly report before the meeting. He reminded the trustees that the text written in bold reflected work done since adopting the plan and text in green reflected work done in the most recent quarter.

## **Board Advocacy**

### **Murder Mystery Dinner Date and Location Update**

John Howard told the board he visited the Catholic Church and the facility would work for the library's event. He said it was large enough that they could have more attendees and they would be able to serve alcohol. He told the board that the priest would need to be the one to approve the event and set the fee; John has a meeting scheduled with the priest to discuss this.

Kristen Streeter said that Yellow & Company is building a new event facility, which might be an option for next year [2025].

Kevin Kelsey asked about the mystery theme. John said he is working with a group of actors on a custom script and asked the trustees to set a time period for the story, since many people like to dress up for the event. The trustees discussed it and chose the 1980s.

## **Trustee Comments**

As OMA Officer, Mike Cunningham reminded the board not to communicate about library business with too many other trustees outside of scheduled meetings. He pointed out that, because committees are so small, this means they cannot talk with any fellow committee member about committee business. He said the best practice is to never "reply all" to library board emails.

Mike also recommended that trustees talk about library programs and services because there are so many people who don't know all the library does.

Kristen Streeter told the trustees she would not be at the November meeting. She also said she remembered a time when trustees did book reviews for library social media and wondered if it would be a good idea to do this again.

Stevie Stutzman said she was so proud of the library, with so much going on that is good. She said that looking at the strategic plan and seeing how everything is progressing is encouraging.

Susie Baker said her husband had just discovered the pickup lockers and was fascinated.

Kevin Kelsey said he had three comments:

- He asked if everyone submitted their board bios for the website. Susie said she had not, but she would get it done soon.
- He told the board that he shares every library post on Facebook because it's an easy way for trustees to help promote the library. He encouraged the others to do the same.
- He proposed the trustees host a holiday party for library staff, trustees, and spouses, as a way to thank staff for their work.

## **Closed Session**

Susie Baker moved that the board enter closed session pursuant to Illinois Statute ILCS 120/2(c)(1) in order to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Kristen Streeter seconded. The motion passed unanimously, and the board entered closed session at 7:49pm.

The board returned from closed session at 8:17pm.

## **Adjournment**

Susie Baker moved to adjourn the meeting. Kristen Streeter seconded; the motion passed. The meeting adjourned at 8:17pm.

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Respectfully Submitted by Kate Smith, Business Manager