

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING DECEMBER 11, 2023, 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Kevin Kelsey, Scott Schaumann, Stevi Stutzman, Carrie Heimann

Not Present: Kristen Streeter, Mike Cunningham

Also present: Courtney Beasley, Tammy Caputo, John Howard

Approval of the Regular Meeting Minutes for November 13, 2023

Susie Baker clarified that the library closed at 5 p.m. last year in *Discussion on Evening Hours* between Christmas and New Year's.

Scott Schaumann clarified that the hours will be approved again this year.

Kevin Kelsey commented that under *Difficult Discussion Series at MPL* there should be a semi-colon after "John"; remove the "and" between John and Kevin.

Scott Schaumann moved to approve the minutes as amended for November 13, 2023. Susie Baker seconded. The motion passed unanimously.

Treasurer's Report

A. Financial Report

John Howard noted that under the budget line-item Utilities: Water, 97% of the yearly budget had been met due to an issue with leaking facilities. The issue has been dealt with and the bill for December came in at significantly less than the previous month.

Carrie Heimann moved to approve the financial report for November 2023. Susie Baker seconded. The motion passed unanimously.

B. Check Register

Scott Schaumann questioned the charge from Nub Games. John Howard explained Nub Games is an annual subscription for the library's live chat service.

John Howard commented that the recent charge for Surface 51 was also an annual subscription charge, and the charged amount was similar to what it has been in the past. Carrie Heimann agreed with John's statement.

Scott Schaumann asked if the library was now current with IMRF, and John said he believed so.

Kevin Kelsey commented on the GFI digital charge; there was discussion on the rising copying cost due to increase usage.

Carrie Heimann moved to approve the check register. Susie Baker second. Motion carried unanimously.

Director's Report

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

John began the discussion by reviewing the statistics report. He noted a difference in the number of wi-fi sessions due to some technology issues the library has been having. He also noted overall circulation was up 8%, as well as juvenile print up 10%. People counts are down due to an election in 2022. App launches are up from 900 to 1600 in 1 month. Volunteer hours are the highest the library has seen in a couple of months. Additionally, he noted that usage of off-site storage has been averaging 43 items per week.

John then presented a detailed demonstration of the new online catalog. He noted that the old catalog is not going away, and staff can direct users to either site. The goal of the new online catalog is to have a bookstore feel, and it shines in its ease of use for patrons. The go-live date for the new catalog is tentatively December 18th, however he would like to give the staff time to familiarize themselves with the system so that date may be pushed back slightly.

Scott Schaumann asked about the genrefication project and where the titles could currently be found on the shelves. John Howard noted that currently they are back on the shelves in alphabetical order. Reorganization will occur after the labeling process is completed.

Audience Comments – No Comments

Committee Reports – No Reports

Unfinished Business – No Unfinished Business

New Business

A. Business from Closed Session of 11-13-2023

i. End of Year Staff Bonuses

Kevin Kelsey explained that the board needed to consider and vote on staff bonuses for the 2023 year during this open session.

Stevi Stutzman motioned. Scott Schaumann seconded. Roll call vote. Motion carried with 1 abstention from Carrie Heimann.

ii. Director Compensation

Kevin Kelsey explained to the board that an open session vote is needed for the consideration of a 7.5 % increase to the director's salary.

Stevi Stutzman motioned. Scott Schaumann second. Roll call vote. Motion carried with 1 abstention from Carrie Heimann.

B. Review of Serving Our Public 4.0 Chapters 11-End

Board members read these chapters before the meeting and reviewed the checklists as a group to identify potential issues for the library. John Howard reviewed each section and checklist with the board members during the meeting. John noted that the library does well on each list. Board members did not note any specific problem areas in these chapters.

Strategic Plan – No Report

Board Advocacy

A. Murder Mystery Dinner Date and Location Update

John Howard reviewed the details of the Murder Mystery Dinner that will take place February 10th. It will be a fundraiser for the library and will have an 80s theme this year. Planning and preparation will begin sometime around the first week of January. This will be a ticketed event, usually with a cost of about \$50 per ticket.

Carrie Heimann commented that she feels strongly that the board should consider using a Mahomet food vendor for the catering this year. Scott Schaumann wondered if that would increase or decrease the cost per head. John Howard commented it could likely decrease the cost. Stevi Stutzman agreed with the idea of using a local vendor for food service. Stevi Stutzman also brought forth the possibility of raising the cost per ticket this year if necessary. The board decided to have John, Tammy, and Stevi gather price quotes different Mahomet food vendors and report back to the board.

Tammy Caputo asked how many people could fit in the banquet hall this year. John Howard replied approximately 100-110.

Stevi Stutzman asked when advertising would begin. John Howard answered after the first of the year.

Carrie Heimann mentioned that the costume theme for the guests should be promoted.

Kevin Kelsey commented that the board might want to consider inviting Chapin Rose to speak for 10-15 minutes during the dinner.

Trustee Comments

Stevi Stutzman commented that she felt the holiday party was successful and was excited to see how many people came. She hoped the staff felt appreciated and wanted to thank Ashley and Linda for all their efforts. She also noted that she thought the costs for the party came in under the \$750 budget.

Susie Baker commented that she enjoyed the holiday party and thanked everyone who helped with the planning. She thought it was lovely and liked the choice of holiday ornament that was given to each staff member.

Kevin Kelsey also would like to thank Linda and Ashley for all their help with the party. Additionally, Kevin stated that he had a wonderful conversation about the Mahomet Library with a few employees at his wife's holiday party. He noted that the employees all had wonderful things to say about the Mahomet Library and how much they love it.

Adjournment

Stevi Stutzman motioned to adjourn the meeting. Scott Schaumann seconded; motion passed. The meeting was adjourned at 7:40 p.m.

Respectfully Submitted by Courtney Beasley, Business Manager