

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING JANUARY 8, 2024, 6:15PM AT THE LIBRARY

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

Not Present: Mike Cunningham

Also present: Courtney Beasley, Tammy Caputo, John Howard

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 December 11, 2023

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

Treasurer's Report

A. Financial Report

Carrie Heimann motioned to approve the Financial Report for January 8, 2024. Stevi Stutzman seconded the motion. The motion passed unanimously. There was no discussion.

B. Check Register

Carrie Heimann noted there was a recent bond check written for the amount of \$275,000.

Carrie Heimann motioned to approve the Check Register for January 8, 2024. Stevi Stutzman seconded the motion. The motion passed unanimously.

Director's Report

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

John began the discussion by announcing the Library's 2023 Employee of the Year was Rebecca Strom. Kevin Kelsey asked how the decision was made for employee of the year. John noted that it is voted on by the staff.

Carrie Heimann asked John to share about what has delayed the roll out of the new ASPEN catalog. John noted that the library is struggling with some login issues with Paypal and setting up fines within the application. John noted he is very confident that the staff have been well trained on the application and can handle patron questions. However, he wants to roll out ASPEN as soon as he is confident it is functioning well.

Stevi Stutzman commented that she was happy to see John had volunteered to be serve on the guidance team for Mahomet-Seymour schools. John noted that he wants the library to be more visible in the community.

Stevi Stutzman commented that she is also excited that the library agreed to host the League of Women Voters for voter registration. Scott Schaumann wondered if there is an ongoing need for voter registration services. John noted that the library could become an ongoing site where people register to vote. He is cautious on the amount of work that would add to our current staff. He asked the board if they felt it is a service that makes sense for the library. Kristen Streeter commented that it would be a good community resource to have in Mahomet. Stevi Stutzman agreed with Kristen's statement. Kevin Kelsey noted that he did not anticipate it being a huge work effort on the part of library staff. John noted he would discuss this further with the League of Women voters.

Stevi Stutzman opened a discussion for more details on staff evaluations. John commented that this is something he does annually with the staff. He noted that these evaluations were more of a 1-on-1 check-in with each of the 16 staff members and that he finds the meetings to have positive outcomes.

Audience Comments – No Comments

Committee Reports – No Reports

Unfinished Business – No Unfinished Business

New Business

A. Board Volunteer to Review Minutes of Closed Session

Kevin Kelsey volunteered to review closed session notes.

B. Discussion of Hiring Engberg Anderson for Capital Needs Assessment

John Howard began discussion on capital repairs planning for the library, stating that he visited with architects while attending the ILA conference. He pointed out that capital repairs planning is noted in our strategic plan as a need to address. He felt, after discussion with architects and engineers at the conference, that it would be in the library's best interest to hire an outside company to do this service. It is his understanding that Engberg Anderson will produce one narrative, as well as an additional file that would be updated annually.

Stevi Stutzman asked if having this assessment prior to expansion planning would be helpful in any way. Kevin Kelsey commented that he believes it would be, with the added benefit that Engberg Anderson already knows our building.

Carrie Heimann questioned if the library would have to have the assessment done again following the expansion. If so, would the library pay for the service twice? Kevin Kelsey suggested that there may be an additional fee later for the updating of the assessment.

Further discussion ensued on pursuing additional quotes for the assessment. John commented that he would reach out to Engberg Anderson for further clarification, as well as obtain additional quotes from other companies for the initial assessment. Kristen Streeter, Scott Schaumann, and Stevi Stutzman agreed with the idea of pursuing additional quotes from other companies to compare cost. Kevin Kelsey suggested the library could gather quotes from commercial specialists for the assessment as well.

John questioned what additional information the board would like to have before deciding on an assessment company. Carrie Heimann suggested that we include Bob Schlorff, the library's maintenance specialist, in the conversation. He has previous experience working with a larger facility and may have some recommendations.

Carrie Heimann asked about the flickering lights currently in the library. John commented that he has spoken to the library's electrician on several occasions, and it was his understanding that the parts needed have been on backorder. He stated that the library has a good working relationship with their current electrician, but he was open to exploring other opinions from outside electricians. Kevin Kelsey noted that David Parsons Electric might be a secondary contact for this issue.

Strategic Plan

John gave a brief overview of the strategic plan and noted that the library is making steady, consistent progress on moving forward with it. He expects to bring the final draft of the Service Philosophy to share with the board soon.

John commented that he shared it with staff during the last staff meeting on January 3, 2024. He noted that decisions about how the library serves patrons is a big part of what the library does, and making things simpler for the patrons is always a key goal. He felt that having the Service Philosophy in writing was important.

Kevin Kelsey questioned if the Service Philosophy was something that should be added into the Strategic Plan. There was further discussion on whether the board needed to approve the Service Philosophy. John noted that there was no reason that the board couldn't have approval of the thinking behind it. Kristen Streeter commented that the board didn't need formal approval. Stevi Stutzman noted that she was happy to have the opportunity to view and discuss. Kevin Kelsey noted that he would like the opportunity to publicize the creation of the Service Philosophy. Carrie Heimann agreed with Kevin that having the board review it was a good idea, but no formal vote was needed.

Board Advocacy

A. Murder Mystery Dinner Date and Location Update

John Howard commented that the official theme is 'Back to the 80s' this year. Courtney Beasley stated that she had contacted Project 47, Chophouse on Main, Los Zarpas, and Bourbon Smoke BBQ. The quote from Los Zarpas was at a discounted rate of \$10.99 per plate. At this time, she had not yet heard back from emails submitted to the other vendors.

Stevi Stutzman commented that the library should advertise food choice this year. Carrie Heimann concurred and noted that costumes should be advertised as well.

John commented that he and Courtney were taking care of tickets, food, and drinks. He questioned what board members were planning to attend as guests and which were planning to volunteer. Carrie Heimann commented that she would be taking care of decorations. Stevi Stutzman volunteered to assist Carrie with the decorations.

It was determined that all board members would be present, with the exception of Mike Cunningham and Kristen Streeter.

John noted that the library will sell up to 100 tickets. Discussion continued regarding drink selection and if a dessert was needed.

Tammy Caputo questioned when tickets are going on sale. John commented as soon as the ticket software was up and running. There was some discussion on ticket prices and it was determined that the library should charge the same amount that was charged in 2023.

Trustee Comments

Stevi Stutzman commented on the strategic plan, asking why Firm Foundations was for children ages 0-5 years and does not continue after the age of 5. She also asked if Firm Foundations could be open to a wider age group. John commented that when kids begin kindergarten, around the age of 5, they are more heavily supported within the school district. Prior to age 5, the library would like to provide caregivers with the support they need to support their children in early literacy.

Kristin Streeter commented that she will not be at the February Board of Trustees meeting.

Kevin Kelsey gave an update on the beginning of a foundation. He will be meeting with Jim Miller in the next week or so. In the best interest of the library, he plans to have Jim take the lead with the foundation.

Susie Baker commented that she still needs to be a signor on the Busey account. She had gone to Busey once or twice and the current signor needs to initiate the process for her to be added. Carrie Heimann commented that she will go to Busey to try to get everything sorted out. She stated that, while she had been in several times to address updating account information, Busey still shows the last treasurer as being a signor. There was some discussion on the idea of switching to a different financial institution for the library's general fund.

Difficult Discussions

John commented that he is finalizing speakers for the Difficult Discussion series. John will work with the marketing coordinator Heather Murphy on promoting the series. He has invited some people to come for the February 25th meeting. Stevi Stutzman commented that she would be present. Kevin Kelsey noted that he would like all board members to be present if possible.

Carrie Heimann questioned if there were going to be ground rules discussed at the beginning. John noted that there will be rules on the screen, and he hopes it will be a positive event. Additionally, he hopes to hear feedback from board members who attend.

Kevin Kelsey questioned if the library will be advertising on Facebook. John commented that he believes Heather Murphy will do an event invite.

Adjournment

Kristen Streeter motioned to adjourn the meeting. Susie Baker seconded; motion passed. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted by Courtney Beasley, Business Manager