

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

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

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

Not Present: Kristen Streeter, Stevi Stutzman

Also Present: John Howard, Ashley Elson

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 February 12, 2024

Kevin disclosed that the grammatical error found, has been corrected.

Scott Schaumann moved to approve the minutes for February 12, 2024. Mike Cunningham seconded. The motion passed unanimously. There was no discussion.

Approval of the Regular Meeting Minutes for March 11, 2024

Mike Cunningham pointed out an error in the domain name for the Library Foundation, the correct domain name is mahometlibraryfoundation.org.

Scott Schaumann moved to approve the minutes for March 11, 2024. Mike Cunningham seconded. The motion passed unanimously. There was no discussion.

Treasurer's Report

A. Financial Report

Carrie Heimann moved to approve the financial report for March 2024. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard pointed out that there is a \$45,000 overage in income (surplus) and that as of 75% of the year, only about 71% of the expenses were spent; which is about a \$28,000 reduction in what was spent versus what was budgeted. He also pointed out that despite the time when there were two business managers at the same time, the payroll budget is at exactly 74.06% through 75.8% of the year.

B. Check Register

Susie Baker moved to approve the check register for March 2024. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Scott Schaumann asked about the \$1000 for inflatables; John Howard said it is for the Summer Kick Off event in May. Scott Schaumann then asked if this was a prepaid item; John Howard said yes. Both Kevin Kelsey and John Howard felt this was a great price.

Scott Schaumann asked about the Heartland Library System charge of \$2500 and if it is an annual charge. John Howard said that is for the ASPEN Catalog and that it is an annual charge. However, this year it is being charged separately whereas next year it will be included with the annual general contract for Heartland.

Kevin Kelsey asked about the GFI digital charge and if it is an annual charge. John Howard said it is for the copiers and it is a monthly charge based on the copiers' usage. He then mentioned there is an increase in copier usage.

Director's Report

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

He highlighted the statistics report, noting that there were some errors in the stats that are now being noticed and that the reports will return to normal by the end of the year. He wanted to state that this statistics report has been double-checked and accurate. He continues to highlight that the SHARE app is being used a lot, that there will be a continuation of an increase in digital material and a decrease in paper material, and program attendance in playtime and Storytime events are up 40 to 50 kids. He also says that there are 52 hours (about 2 hours per day) for the month from volunteers.

John then talks about staff management and about reconstructing the business manager position. He pointed out that when Kate Smith was business manager, she almost was more of an assistant director. He explains that the positive feedback from Courtney Beasley's exit interview led him to rethink the business manager position and how the responsibilities can be reorganized to better shape the

library's future. There will be a staff meeting this coming Wednesday to discuss the many solutions to this matter. Kevin Kelsey responds saying that it made sense to hire a full-time business manager at the time, until it didn't. He feels this is a great exercise and applauds John for it. Carrie Heimann agrees with the thoughtful thinking of going beyond the business manager position but added to ensure that staff is still able to grow and to make sure that things are not stripped down too much. Suzie Baker agrees with how Kate Smith had a lot of assistant director duties that Tammy Caputo now has, being the assistant director. Kevin Kelsey adds it will provide more flexibility and that is an opportunity worth taking.

John is excited to announce that NewsBank has now been added for patrons' use. He talked about the various aspects and mentioned that it was cost effective. Kevin Kelsey pointed out that it is not viewable on the website. John explained that although it became activated on April 1, the staff needs to be trained in how to use it and marketing needs to screen it.

Kevin Kelsey wanted to discuss Chris Miller using the library's study room for "office hours". He feels this is amazing and wants to discuss offering this opportunity to other politicians as well. John Howard stated that this is something that he has been wanting to do for a long time and hopes to extend "office hours" to other groups such as Social Security and local domestic abuse centers. Susie Baker adds that the Secretary of State has a mobile office that could stop by the library. John states that he is very open to increasing the library's resources by connecting with other businesses, partners, and groups.

John Howard says as of April 1, Kate Smith has agreed to come back and work on bookkeeping until a replacement is found if it doesn't exceed 600 hours for the year to ensure her IMRF retirement stays in place.

Audience Comments – No Comments

Committee Reports – No Reports

Scott Schaumann asked about the operating budget. John Howard says he is scheduling a finance committee meeting to review the first draft.

Unfinished Business – No Unfinished Business

New Business – No New Business

Strategic Plan Update

John Howard explains that updating the strategic plan is done quarterly and it has been sent out to everyone. He says the green print in the document is the areas in where the library has made progress over the last year.

Kevin Kelsey asked about the phones. John Howard says that after talking with Scott, he has an approved quote for \$4700 to replace the phone systems because they are extremely outdated. This will save us on the monthly operational costs.

Board Advocacy

John Howard says that there are four things that the board members are asked to take part in this year: the murder mystery dinner, the summer kickoff, the ice cream social, and the booth at the music festival. Kevin Kelsey adds he wants to do the holiday party again this year and every year going forward.

Trustee Comments – No Comments

Adjournment

Mike Cunningham moved to adjourn the meeting. Scott Schaumann seconded; the motion passed. The meeting adjourned at 6:47pm.

Respectfully Submitted by Ashley Elson, Library Clerk.