

# MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MONTHLY MEETING SEPTEMBER 9, 2024, 6:15PM AT THE LIBRARY

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**Members Present:** Kevin Kelsey, Scott Schaumann, Mike Cunningham, Carrie Heimann, Stevi Stutzman, John Howard

**Not Present:** Susie Baker, Kristen Streeter

**Also Present:** Tammy Caputo, 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 August 12, 2024**

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

### **Treasurer's Report**

#### **A. Financial Report**

Scott Schaumann moved to approve the financial report for August 2024. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard noted that under the general fund income statement, notary expenses say 600% spent for the year because he gave the wrong code for the legal ads. This has been corrected. Kevin Kelsey said that this is all preliminary because the audit is not completed yet.

#### **B. Check Register**

Scott Schaumann moved to approve the financial report for August 2024. Stevi Stutzman seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard said there are a few negatives and a few repeats on the report. The printer in the office was accidentally placed on double-sided mode when checks were printed. They had to be voided and re-printed.

Mike Cunningham asked about the stolen check situation with the bank. John Howard explained that Chase bank cashed the check and they are not inclined to refund the library. Mike asked if the liability falls on us and if we are out of the money. John Howard said yes. Mike Cunningham asked if we are still in the process of reviewing our bank and John said yes. He has been working with Kathy Leathers on paperwork to get set up at Forrest Bank. Carrie Heimann asked what we have in place and John said positive pay. Kevin Kelsey asked how much money was lost and John said \$4,000. Mike Cunningham asked if we did everything we were supposed to do in that situation. John Howard said yes.

Scott Schaumann asked about SpringShare. John Howard said that SpringShare is Patron Point. It is the patron relationship software that will be handling the notices. It is a little bit higher than initially planned because since the time that amount was approved, we had added an additional text messaging notice module due to the problems the library is having with sending text messages. Carrie Heimann asked how much more it cost. John said an additional \$1,000. Scott Schaumann asked if it is an annual cost and John said yes. Carrie asked what part they were waiving and John said setup fees of \$11,000.

### **Director's Report**

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

John Howard said that he is excited to get started with the Gies Business School Experiential Learning project. Scott Schaumann asked when it is and John said soon. He said he received an email from the individual who is the head of the team and plans on speaking with Scott more about it on another date.

John Howard is excited about some of the things the library is doing for the elections. He continued to add that on the strategic plan, making first-person availability of information that people want in town, is now being worked on. He talked to the superintendent of the schools and we are going to do a Q&A with some board members regarding the referendum held at the library. He is also looking into getting a Q&A about the referendum to get rid of the controller's office in Champaign County because no one knows about it. It would be nice to get individuals in who know the answers to questions vs getting information from Mahomet-Seymour talk. The library is doing a lot to support the election this year including collaborating with League of Woman Voters and having a Braver Angels program.

Scott Schaumann thanked John Howard for submitting the graphs. John said it was interesting to see the difference between the number of physical circulation and how much money was spent vs electronic. He said that patrons want e-books but they cost more

money. The board discussed different statistic viewpoints they would like to see in the future. John Howard said that the new statistics software is great and that it is really going to benefit the library.

Carrie Heimann asked what the plan is if a large number of people attend the Bluey event. John Howard said have a lot of staff available, ask Chambana Moms to not post the event on their page, and spread out the activities throughout the building including outside weather permitting.

## **Audience Comments and Correspondence - None**

## **Committee Reports - None**

## **Unfinished Business - None**

## **New Business**

### **A. Adopt Ordinance 2024-4 Tax Levy**

John Howard said that this is laying out the property taxes for the coming year. He said that this has been reviewed and approved by the attorney. Roll call vote; all trustees voted in favor to adopt ordinance 2024-4 tax levy.

### **B. Consideration of Renewal of QSEHRA for 2025**

Mike Cunningham moved to renew QSEHRA for 2025. Carrie Heimann seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard said that QSEHRA is an element of the employee health benefits that is a health reimbursement account which reimburses up to \$5,000 of health-related costs. This is offered to full time employees who are working 30 hours or more; they are John Howard, Tammy Caputo, Rebecca Strom, and Kathy Leathers. This is the only form of health benefits some employees receive, and John recommends renewing QSEHRA for 2025 because it is a very valuable plan. Scott Schaumann asked how much the plan is and John Howard said \$5,000 per person with \$20,000 budgeted.

### **C. Plan for review of library standards for 2024 Per Capita Grant**

John Howard explained that every year as part of getting the \$20,000 per capita grant, which is based on how many people are in the library district (about \$1.50 per person), the library board is required to review the library standards booklet. The board alternates yearly from reading the whole booklet to assigning chapters then discussing the important points. John asked the board what they would like to do this year. Stevi Stutzman said that the entire booklet was read last year. Mike Cunningham suggests assigning chapters. Kevin Kelsey asked about doing this during strategic planning. John Howard said that it would not count for next year's per capita grant. Carrie Heimann suggested everyone reading the checklists and then if they find anything they want to read further on, they can and can share it when the board reviews the standards. Everyone approved of Carrie's idea. John Howard said he will send a copy of the library standards so everyone can read the checklists to review on next month's meeting unless something comes up.

### **D. Board of Trustees election in 2025**

John Howard said Carrie Heimann, Kevin Kelsey, Kristen Streeter, and Susie Baker, are the ones to be up for running in the election for May 2025. He said Kristen Streeter is not planning to run in the election for next year. He then explained that if someone is planning to run, now is the time to start retrieving the 38 signatures needed. John sent out all information via email and provided some documents for people to take if wanted. He said to please inform him on who plans to run and who does not and any questions they may have. The earliest deadline for turning in election packets is November 12<sup>th</sup> and based on the order of who turns in the packets will be the order of the names on the ballot. Those who run must live in Mahomet Township.

### **E. Discussion of Creation of Strategic Plan for 2026-2029**

John Howard wanted the board to be informed that the strategic plan ends at the end of the calendar year 2025 so the library will need to have a new one by the end of 2025. This plans the library's direction for the coming years, staff recommendations, and it is for the board to decide. John said things to think about are whether to involve community input such as surveys, hire a facilitator, how soon to get started, when to have it done by, and whether to create an Ad Hoc strategic plan committee that would take the leadership on this. Kevin Kelsey felt that there is no need to hire a facilitator.

Carrie Heimann felt that now would be a good time to have community input. Scott asked what this would look like. John Howard said that it would be a combination of sending out surveys (electronic and paper), having a suggestion box, and host focus groups. Kevin Kelsey said to also retrieve input from teenagers. Mike Cunningham suggested sending surveys to the schools or in the booklet for people to fill out and mail in. He also said that getting input from the community will give them more ownership in favor of saying yes when it comes time to vote. John Howard said he liked Mike's idea and said there could be a rip out page and QR codes for surveys in the booklet. Carrie Heimann said that the library should have community input back by quarter one springtime because it

can also be useful for budgeting and summer activities. Kevin Kelsey said to definitely have focus groups when time. Stevi Stutzman said this will give the library new and different perspectives. Kevin Kelsey said that it is important for people to learn how much is in the strategic plan and how much was accomplished. He added that doing something like this puts positive pressure on John and the staff to do things and it pays off tremendously.

Mike Cunningham asked if the board felt the library needs an Ad Hoc strategic plan committee. John Howard said that it can be done one way or another. It depends on how actively involved and how in depth the board wants to be. Kevin Kelsey asked the board if anyone was inclined to have a committee or not. Scott Schaumann said he liked the idea but did not wish to lead it. Kevin Kelsey felt that it is not needed although there is a lot to the community involvement part. John Howard said that the staff could come up with survey ideas to present at November's staff meeting.

## **Strategic Plan Review – Quarterly Review - Postponed**

### **Board Advocacy**

#### **A. Review of Mahomet Music Festival**

Stevi Stutzman said she felt the sucker board went well, loved the location of the booth, had plenty of conversations about the expansion and found people were most excited for the children's area and outdoor space. She felt the facts page were insightful. Kevin Kelsey said he received positive feedback for the expansion and loved the materials that were used to present it. Carrie Heimann said she received a lot of good feedback from teenagers about the outdoor space. Kevin Kelsey asked the board if there is anything that the library could do better for next year. Carrie Heimann responded that the little kids had a hard time accessing the books because they had to go around to the back of the booth with cords in the way. The board discussed various ways to improve for next year.

#### **B. Date and venue for Murder Mystery in February**

John Howard said that he has a friend who offered to write a custom story for the murder mystery. He asked the board which theme they would be interested in which are the 80's, 50's, modern day, and country western. People agreed country western. John Howard asked when to have the murder mystery, either the 15<sup>th</sup> or 22<sup>nd</sup> of February. The board would like to have the murder mystery on the 15<sup>th</sup>.

### **Trustee Comments**

Stevi Stutzman asked to give her a reminder to do the ilead library trustees training. John Howard said he would send that information out.

Kevin Kelsey said he would like to have a holiday party for the staff. Stevi Stutzman volunteered to plan it and Ashley Elson agreed to help. Mike Cunningham asked how much was budgeted. Kevin Kelsey said \$500/\$750 and asked John to put that on next month's expenditure. He also said to have the party as early as possible. Stevi Stutzman suggested to have the party on the 6<sup>th</sup>.

### **Adjournment**

Mike Cunningham moved to adjourn the meeting. Scott Schaumann seconded; the motion passed. The meeting adjourned at 7:31pm.

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Respectfully Submitted by Ashley Elson, Library Clerk.