

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING November 11, 2024, 6:15PM AT THE LIBRARY

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

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 October 14, 2024

Susie Baker moved to approve the minutes for October 14, 2024. Scott Schaumann seconded. The motion passed unanimously. There was no discussion.

Treasurer's Report

John Howard said that there have been no significant changes to the final financial reports besides the way the reports are organized.

A. Final Financial Report for June 2024

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

B. Final Financial Report for July 2024

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

C. Final Financial Report for August 2024

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

D. Final Financial Report for September 2024

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

E. Financial Report

Susie Baker moved to approve the financial report for October 2024. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

F. Check Register

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

John Howard explained that the two negative checks to Alyssa are voided. Anything with a negative and a V associated with a check on the check register means it has been voided. In the process of switching banks, Kathy looked into checks that were never cashed, voided them, and re-wrote them.

Kevin Kelsey asked about the \$750 to Rebecca Strom. John Howard said it is mileage reimbursement from picking up/returning the blue costume and the several commutes to and from the ILA conference.

Director's Report

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

John Howard started with statistics. Overall circulation is down 1% from last year, e-books are staying flat from last year, and downloadable audiobooks are up 50% (mainly due to Hoopla). Program attendance went up from 950 last year to 1,400 this year and people count went up roughly 13%.

Mike Cunningham asked how many people that attended the Braver Angels were from Mahomet and John said probably five.

John Howard announced that the library is no longer branding Firm Foundations. Although it is a wonderful platform, it has harmed the library more than helped. Patrons were confused with the Firm Foundation name attached to the events, wondering if they should attend. This resulted in a few or even no attendance.

Scott Schaumann asked about the marketing ads and the list of keywords that are being used. John Howard explained that he is going to have staff overlook this because the list available is not great.

John Howard said that he is excited to see the final report for the benchmark study.

Audience Comments – None

Committee Reports

A. Policy Committee

i. Review and Approval of Policies (Subject to Attorney Review)

John Howard explained that the policies are with the attorney for approval. He asked the board if they wanted to motion approvals before or after the attorney review. They decided to wait until next month and review the notes in the meantime. However, John requested that the board decide on policy XIII at the very least. They agreed.

1. Policy XIII. Library Materials

Stevi Stutzman moved to approve Policy XIII. Library Materials. Susie Baker seconded. Roll call vote; all trustees voted in favor of the motion.

John Howard explained that this is going to protect library staff from discipline by adding certain material to the library in good faith. Stevi Stutzman added that there is a form available for patrons if they would like to challenge the material, which is then reviewed by three library staff members.

2. Policy XIV. Volunteers - Tabled

3. Policy XV. Gifts to the Library - Tabled

4. Policy XVI. Financial Policies - Tabled

5. Policy XVII. Board of Trustees - Tabled

6. Appendices - Tabled

B. Building and Grounds Committee

Mike Cunningham said that the committee had their annual walk around and said that everything looked great, only minor things needing attention. He commented that Bob has done a great job maintaining the building. Regarding the referendum, the state grant is potentially not going to come through. The committee is going to start looking at some options if the referendum does not happen. He encourages the rest of the board to attend the next meeting to discuss such matter in January. Kevin Kelsey added that the whole board should begin thinking about some plan B options.

Unfinished Business

A. Further information re: check resister of September 2024

John Howard found the answer to a previously asked question regarding IMRF showing up twice in the check resister. When Mitchel left the library, there was a pay out of time he had earned. It was wrong the first time and corrected the second time.

New Business

A. Presentation of Annual Audit by Clifton Larsen Allen - Tabled

Susie Baker moved to table the annual audit until December 2024. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

Unfortunately, Sandy Perri, the primary auditor, was unable to attend the meeting to answer questions because of family matters. John Howard asked the board if they would like to discuss this topic at next month's meeting since the library does not have the full audit document. The board agreed, stating that in the meantime, once the report comes in, they will review. If they were to have any substantial questions, invite Sandy or dial her into the next meeting for discussion.

B. Status of Candidates for Upcoming Board of Trustee Election

John Howard said that today is the first day to turn in election packets. He said that Sarah Miller, Melissa Daily, and Kate Smith informed him that they would be running. Scott Schaumann asked for clarification on if someone is on the board, if they can be a staff member at the library. John Howard said that he would have to confirm that, but the intention is for them not to be employed by the

library. Kevin Kelsey added to check into if consulting is included and to have a policy regarding this to ensure that board members are not being reimbursed for anything that they do.

C. Discussion of evening hours between Christmas & New Year

Susie Baker moved to approve closing the library at 5:00pm every evening between Christmas and New Year. Scott Schaumann seconded. Roll call vote; all trustees voted in favor of the motion.

D. Approval of Staff Recommendation to Open Account(s) with First National Bank of Forrest

Scott Schaumann moved to approve opening account(s) with First National Bank of Forrest. Stevi Stutzman seconded. Roll call vote; all trustees voted in favor of the motion.

Strategic Plan - No Report Scheduled

Board Advocacy

A. ILA Legislative Breakfast Tuesday Dec. 10th 8-10am in Bloomington-Normal

John Howard said that he signed up to attend the legislative breakfast that is being held on December 10th at 8:00am. This is an opportunity that ILA offers for libraries to speak with various state senators and representatives from different regions. He said he will be advocating putting money into the library construction grant and invited the board to attend if they are interested. Kevin Kelsey and Stevi Stutzman expressed interest in attending.

Trustee Comments

Stevi Stutzman talked about the staff Christmas party that is happening on December 8th at 5:00pm. The theme is the Grinch, there will be raffle drawings to win gift baskets, there will be plenty of appetizers to eat, and the party will be able to stay within the \$750 budget. Bring a plus one is encouraged and kids are welcome if needed. Stevi also expressed to make sure no one is redacting anything since meetings are being recorded now.

Mike Cunningham reminded the board to not discuss business at the Christmas party because of the open meetings act.

Adjournment

Susie Baker moved to adjourn the meeting. Kristin Streeter seconded; the motion passed. The meeting adjourned at 6:59pm.

Respectfully Submitted by Ashley Elson, Library Clerk.