

# MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MONTHLY MEETING JULY 14 6:15PM AT THE LIBRARY

---

**Members Present:** Susie Baker, Scott Schauman, Stevi Stutzman, Sarah Miller, Kate Smith

**Members Not Present:** Mike Cunningham, Melissa Daley **Also present:** John Howard, Tammy Caputo

Susie Baker 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."

### Review of the Minutes from June 9, 2025

Stevi Stutzman moved to approve the minutes from June 9, 2025. Kate Smith seconded. Susie Baker and John Howard noted some typos. The motion passed unanimously.

### Treasurer's Report

#### A. Check Register for June 2025

Kate Smith moved to approve the check register for June 2025. Stevi Stutzman seconded. The motion passed unanimously.

Sarah Miller asked about the check written to All Your Needs Consulting. John said it is to our IT firm (Scott Davis).

Scott Schaumann asked about the check written to John Howard. John said he was reimbursed for the items he purchased at Costco for the I Spy event.

Scott Schaumann asked about the six checks written to Mahomet Public Library on June 30, 2025. John Howard said they were transfers from the Fisher levy funds to the general fund.

#### B. Financial Report for June 2025

Stevi Stutzman moved to approve the financial report for June 2025. Scott Schaumann seconded. The motion passed unanimously.

John Howard explained the negative balance in the Forest Bank account. John said to think of the money market account and the general account as one account. Forrest automatically transfers funds between the money market account and the general checking account to take advantage of interest income. We will earn approximately \$2,000 interest over the next year because of the automated process.

John Howard mentioned our electricity costs and snow removal were down from last year. John also mentioned we ended up with a surplus at the end of the fiscal year. He reminded the board that this report is preliminary and we can expect some changes.

### Director's Report for June 2025

John Howard said the first community meeting on the expansion went well. There were several attendees. The next two community meetings are Wednesday, July 16<sup>th</sup> at 6:30pm and Sunday, August 3<sup>rd</sup> at 2:00. Kate Smith attended the meeting. She found the painted outline of the outdoor space and new children's library particularly helpful. Stevi Stutzman suggested posting a picture of the painted outline on social media.

John Howard said Tammy Caputo is summarizing the results of the community survey. Once finished, the results will be shared with all board members.

John Howard met with Speer Financial to determine the bond financing needs for the expansion.

John Howard said the teen after-hours event registration form has been updated clarifying the event is a drop-off event. John Howard and Tammy Caputo will discuss the need for an additional staff member on site during the after-hours events.

John Howard said the library's yearly stats were up in many areas over last year.

### Audience Comments

There were no audience comments.

### Committee Reports

There were no committee reports.

### New Business

#### A. Ethics Ordinance

Susie Baker presented nominations for the ethics commission and ethics advisor. Ethics commission nominees are Karin Vermillion, Jim Matthews, and Lindsey Hall. The nominee for the ethics advisor is John Howard.

Kate Smith moved to accept the nominees for the ethics commission and the ethics advisor. Scott Schaumann seconded. The motion

passed unanimously.

Scott Schaumann asked if the recent community survey could fall under the category of prohibited political activity. John Howard, Tammy Caputo, and Kate Smith stated it does not. There were no questions about the referendum on the survey.

## **B. Approval of Getting a Revised Estimate for Expansion Project**

Kate Smith moved to approve getting a revised estimate for the expansion project. Stevi Stutzman seconded. The motion passed unanimously.

## **C. Expansion Planning Update**

### **I. Public Meetings**

John Howard said two additional community meetings are scheduled on Wednesday, July 16<sup>th</sup> at 6:30pm and Sunday, August 3<sup>rd</sup> at 2:00.

### **II. Referendum Planning**

John Howard will be hiring a specialist in library referendum financing.

Sarah Miller asked if the consulting budget is high enough to cover additional consulting costs. John Howard said the consulting budget was increased for the fiscal year 2025-2026 to accommodate additional consulting costs.

John Howard said he is discussing more detailed space layouts with our architect, Joe Huberty. He said staff has been involved in the discussions. The goal is to obtain the best final estimate of the expansion project cost.

## **Strategic Planning**

### **A. Quarterly Review**

John Howard pointed out the items in green on the strategic plan represent items accomplished during the last quarter.

### **B. Plans for Creating New Strategic Plan**

John Howard offered board members two dates for their strategic planning meeting. The board agreed on Saturday, October 4<sup>th</sup>.

## **Board Advocacy**

### **A. Review of Ice Cream Social**

John Howard asked if the electric scoops were helpful. Scott Schaumann and Stevi Stutzman both agreed they were very helpful. Stevi Stutzman said the heated scoops were helpful as well.

Susie Baker suggested purchasing at least six bags of mini M&Ms next year.

Scott Schaumann and Stevi Stutzman both stated placing the ice cream in the refrigerator prior to the event made scooping much easier.

### **B. Mahomet Music Festival**

John Howard said the dates for the festival are Friday, August 22<sup>nd</sup> & Saturday, August 23<sup>rd</sup>. John passed around a sign-up sheet asking board members to sign up for a spot if possible.

## **Trustee Comments**

Stevi Stutzman asked about the Mimecast messages she gets when accessing her email. Stevi volunteered to organize food for the board strategic planning meeting on Saturday, October 4<sup>th</sup>.

Sarah Miller asked how long board meetings typically run. John Howard said it depends upon the agenda.

## **Adjournment**

Kate Smith moved to adjourn the meeting. Stevi Stutzman seconded; the motion passed. The meeting adjourned at 7:53pm.

---

Respectfully Submitted by Tammy Caputo, Assistant Director