

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING JULY 13, 2026 6:15PM AT THE LIBRARY

Members Present: Susie Baker, Stevi Stutzman, Melissa Daley, Kate Smith, Sarah Miller (Sarah attended via Zoom)

Members Absent: Mike Cunningham

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 8, 2026

Stevi Stutzman moved to approve the minutes from June 8, 2026. Melissa Daley seconded. The motion passed unanimously.

Melissa Daley asked if the draft minutes from the June meeting were sent to Board members prior to sending the Board packet. John Howard said they were not. He will send the draft minutes of today's meeting by Friday, July 17.

Treasurer's Report

A. Approval of the Check Register for June

Kate Smith moved to approve the check register for June 2026. Melissa Daley seconded. The motion passed unanimously.

Stevi Stutzman asked who Miss Make Believe is. John Howard said she is a magician who put on a show for children and their families.

John Howard noted the following:

- The check written to him for \$1,249.99 was reimbursement for items he purchased at Costco for the I Spy event.
- The library purchased a tax-exempt business account with Costco. Future purchases for library events will be made using this account.

B. Approval of the Preliminary Financial Report for June 2026

Kate Smith moved to table the June 2026 financial report until August. Stevi Stutzman seconded. The motion passed unanimously.

Director's Report

John Howard highlighted the following:

- Total circulation was up 7% compared to the same period last year. Door counts also increased by 5% over the same period.
- The fiscal year 2025–2026 circulation statistics will be included in next month's board packet.
- Ryan Burns, the library's administrative summer intern, has been extremely helpful.
- John praised the work done by the America250 committee. They created book displays for youth, teens, and adults, decorated the library, and created a Mahomet wide scavenger hunt. The scavenger hunt consists of 10 posters sharing some aspect of history at the time of the Revolutionary War. On each poster is a QR code which links to audio narrations of the poster's content. Committee members are Megan Olavarria, Gretchen Olson, and Leslie Zuber. Ann Ohms is placing the posters in various places around town.
- The water heater for the southeast end of the building was replaced. It was original to the building. He anticipates more building repairs will be needed in the future due to the age of the building.
- The pollinator garden is very well maintained and looks great. He suggested Board members drive by it.

Kate Smith asked if the library does a lot of test proctoring. John Howard said not usually but recently two patrons have used the service multiple times. He noted staff member Jenn Spafford agreed to manage test proctoring requests.

Stevi Stutzman said she was unaware that the library offered test proctoring services and asked how the service is used. Tammy Caputo responded that the majority of users are students enrolled in online courses.

John Howard asked if Board members had an opportunity to read Becca Strom's ALA conference report and if there were any comments.

- Melissa Daley expressed strong interest in the session Becca attended, "Ready, Set, PreK: A Preschool Readiness Toolkit for Caregivers." She said she would like the library to become a resource for preschool-aged children and their caregivers. John Howard added that he and Becca are exploring a Rotary Club grant to help fund this initiative.
- Sarah Miller commented that sending Becca to the conference was an excellent use of library funds. Kate Smith agreed.

Audience Comments

There were no audience comments.

Committee Reports

There were no committee reports.

New Business

A. Replacement for Scott Schaumann as Trustee

John Howard stated that he met with Susie Baker and provided her with a list of individuals who may be interested in filling the trustee vacancy.

Susie Baker stated that the library does not have a policy for filling a trustee vacancy before the trustee's term expires. She asked the policy committee to develop procedures for addressing future vacancies. She also reported that she met with Rich Warren, who is interested in filling the vacant position, and said she will invite him to attend the August Board meeting.

Sarah Miller asked how potential trustee candidates are selected to fill vacancies and suggested that the library publicize trustee vacancies when they occur.

Kate Smith stated that, in the past, the library publicized trustee vacancies on social media and suggested doing so again.

John Howard said that the library will announce the trustee vacancy on social media and provide Susie Baker's email address for anyone interested in filling the position.

B. Feasibility Study Update

John Howard stated that the feasibility study is underway. Approximately 30 interview invitations have been sent to community leaders and prospective lead donors. The interviews are being conducted by Eric Heininger of Eden+, while John Howard and Mike Cunningham are contacting invitees to schedule interview appointments. The interview process will be completed by the end of August. Upon completion, Eden+ will provide a report that includes the names of individuals interested in serving on the capital campaign committee, as well as the amount of funds raised.

Strategic Planning

There was nothing to report.

Board Advocacy

A. Ice Cream Social

John Howard said the event is this Sunday, July 19. He asked Board members who are scooping ice cream to arrive by 1:30. Kate Smith said she may not be able to attend. Sarah Miller said she is unable to attend.

B. Mahomet Music Festival – August 28th and 29th

John Howard said the library has reserved two booths for the event. One booth will be hosted by the library and the other booth by the Friends of the Library.

Trustee Comments

Stevi Stutzman provided the following updates regarding the Friends of the Library (FOL):

- The FOL will sell t-shirts and stickers at the music festival.
- Future plans include adding an online storefront to the FOL website to sell additional merchandise.
- The FOL would like to have a permanent space in the library where patrons can purchase books and merchandise at any time. John Howard noted that plans for the expanded library include dedicated space for the FOL.

Melissa Daley suggested the FOL provide books for sale and a book swap at the music festival. Melissa gave a shoutout to Becca and Ty for the phenomenal summer activities they provided for children.

Susie Baker suggested the FOL come up with a logo for the upcoming expansion campaign.

Adjournment

Stevi Stutzman moved to adjourn the meeting. Melissa Daley seconded. The motion passed unanimously.

The meeting adjourned at 7:00pm.

Respectfully Submitted by Tammy Caputo, Assistant Director