

MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

REGULAR MONTHLY MEETING AUGUST 10, 2026 6:16PM AT THE LIBRARY

Members Present: Susie Baker, Mike Cunningham, Melissa Daley, Kate Smith, Sarah Miller

Members Absent: Stevi Stutzman

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 July 13, 2026

Mike Cunningham moved to approve the minutes from July 13, 2026. Melissa Daley seconded. The motion passed unanimously.

Melissa Daley requested that a draft copy of the meeting minutes be sent to the Board as soon as they are available. John Howard agreed to do so.

Treasurer's Report

A. Approval of Financial Reports for June 2026

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

B. Approval of Financial Reports for July 2026

Kate Smith moved to approve the financial reports for July 2026. Melissa Daley seconded. The motion passed unanimously.

C. Approval of the Check Register for July 2026

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

Melissa Daley asked about the voided check issued to Illinois Heartland Library System (IHLS). John Howard explained that the amount owed was for two separate services and should have been paid to two separate entities: Illinois Heartland Library System and IHLS-OCLC.

Sarah Miller asked if the library has credit cards. John Howard confirmed that the library does have credit cards, currently held by him, Kathy Leathers, and Rebecca Strom.

Sarah Miller asked why other staff members do not use the library credit cards when making purchases. She noted that there are four or five reimbursements listed on this month's check register without an explanation of what the purchases were for. Sarah said she would like additional details about the purchases before approving the check register.

Kate Smith stated that she is not comfortable issuing credit cards to all staff members. As Treasurer, she reviews all receipts before reimbursement checks are issued, and the auditors also review the receipts.

Tammy Caputo stated that two checks were issued to her. One was for water bottles for interviewees participating in the capital campaign interview process, and the other was for hand soap, as the library had completely run out.

Sarah Miller said she would like to see additional details regarding reimbursements and requested that the topic be placed on the agenda for a future Board meeting.

The Board discussed ways to provide additional reimbursement details to the Board. Kate Smith suggested that John Howard attend the Board meeting prepared to explain the reimbursements.

Director's Report

John Howard noted that total circulation was down 3% compared to the same period last year. He also reported that circulation of digital materials had decreased by 7%, which he attributed to the long wait times for holds on Libby.

Kate Smith noted that DVD circulation has decreased significantly. John Howard explained that the library is purchasing fewer DVDs than in the past, which may be contributing to the decline in circulation.

John Howard reported that the annual staff training day was a success. He said the staff members' stories about why they chose to work at the Mahomet Public Library were the highlight of the day.

John Howard stated the capital campaign is still on-going. Fifteen interviews have been completed so far with more scheduled over the next couple of weeks.

Melissa Daley suggested that social media posts be created to promote the upcoming fall programming schedule, with particular emphasis on the fact that the library listened to patrons' program suggestions and incorporated their feedback.

John Howard mentioned that a leak in the roof had to be repaired. Fortunately, the leak was in a spot where there are no books.

Melissa Daley asked whether the summer intern had completed their internship. John Howard confirmed that the internship had ended.

Susie Baker was happy to see how successful the summer reading program was.

Audience Comments

Susie Baker invited potential Board members to attend the meeting. Three individuals – Rich Warren, Mindy Hewkin, and Corinne Kohler – were in attendance. Each introduced themselves and shared why they are interested in serving on the Board. Mike Cunningham asked each individual whether they have sufficient time to fulfill the responsibilities of a Board member and whether they intend to run for the open Board position in the spring.

- Rich Warren stated that he is recently retired and has the time to serve. He plans to run for the open position.
- Mindy Hewkin stated that she has a full-time job but is willing to make the time necessary to serve. She plans to run for the open position.
- Corinne Kohler stated that she has some professional commitments but will have the time to serve. She plans to run for the open position.

Kate Smith asked each individual which sub-committee they would be willing to serve on. The sub-committees are Financial, Policy, Personnel, and Building & Grounds.

- Rich Warren stated he is interested in serving on the Policy committee.
- Mindy Hewkin stated she is interested in serving on the Policy committee but is willing to serve on any of the committees.
- Corinne Kohler stated she is interested in serving on the Policy committee.

The existing Board members introduced themselves.

Committee Reports

There were no committee reports.

New Business

A. Resolution to Rename Ordinance 2026-1 Meeting Schedule

Mike Cunningham moved to rename Ordinance 2026-1 Meeting Schedule to Ordinance 2026-2 Meeting Schedule. Melissa Daley seconded. The motion passed unanimously.

B. Adopt Ordinance 2026-3 Building and Maintenance Ordinance

Kate Smith moved to adopt Ordinance 2026-3 Building and Maintenance Ordinance. Melissa Daley seconded. The motion passed unanimously.

C. Update on Possible Upcoming Referendum Dates

John Howard reported that the School Board has decided to place a no-tax-increase referendum on the November 2026 ballot to fund the construction of a new junior high school. He noted that the Library Board has previously discussed its preference not to place a referendum on the ballot during the same election as the School Board. There will be a primary election in February 2027; however, the library is not permitted to place a referendum on the ballot during the primary. The next available option would be the April 2027 election.

Mike Cunningham asked when the Board would need to vote to place a referendum on the April 2027 ballot. John Howard stated that the decision would need to be made by the January 2027 Board meeting. Sarah Miller expressed a desire to vote as soon as possible to allow sufficient time to plan a community fundraising event.

Kate Smith suggested replacing the annual Murder Mystery Dinner with a community fundraising event.

Melissa Daley suggested the January Library Booklet contain details about the community fundraising event.

Board Advocacy

A. Participation in Mahomet Music Festival Booth Aug 28-29, 2026

John Howard passed around a clipboard for Board members to sign up for shifts. He noted that the library reserved two spaces at the festival this year, one of which will be occupied by the Friends of the Library.

Trustee Comments

Kate Smith suggested creating an ad-hoc committee to plan the community fundraising event and that they meet in September. Tammy Caputo has agreed to send out a Doodle poll to the Board with possible meeting dates/times in September.

Sarah Miller said it would be best to keep the committee as small as possible, noting that having too many members can make it difficult to reach consensus. She asked if John Howard could send the September Board packet out early, as she will be unable to attend the meeting. John Howard replied that he would.

Melissa Daley said she has a soccer tournament the weekend of the Music Festival and will follow up with John Howard once she knows the schedule.

Mike Cunningham thanked the Board for their graciousness during his busy travel schedule over the last few months. He also stated that he was pleased to see the Friends of the Library becoming more involved in library events.

CLOSED SESSION: Pursuant to Illinois Statutes 5 ILC 120/2(c)(3) to Consider the Selection of a Person to Fill a Vacant Public Library Trustee Seat

Kate Smith moved to go into closed session pursuant to Illinois Statutes 5 ILC 120/2(c)(3) to consider the selection of a person to fill a vacant Public Library Trustee seat and to invite John Howard and Tammy Caputo to the session. Mike Cunningham seconded. The motion passed unanimously. The Board went into closed session at 7:42pm.

The Board returned from closed session at 8:17pm.

Appointment of Candidate to Fill a Vacant Public Library Trustee Seat

Mike Cunningham moved to appoint candidate Corinne Kohler to fill the vacant Mahomet Public Library Trustee seat. Sarah Miller seconded. The motion passed.

Adjournment

Mike Cunningham moved to adjourn the meeting. Melissa Daley seconded. The motion passed unanimously.

The meeting adjourned at 8:19pm.

Respectfully Submitted by Tammy Caputo, Assistant Director