

# MAHOMET PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES

## REGULAR MONTHLY MEETING FEBRUARY 12, 2018 6:00PM AT THE LIBRARY

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**Members Present:** Charity Bundren, Jeanne Campion, Chris Forman, Chris Moore, Brian Paragi, Karin Vermillion

**Member Not Present:** Bryan Perrero   **Also Present:** Lynn Schmit, Kate Smith

### Approval of Minutes

Brian Paragi moved to approve the minutes from the January 8, 2018 meeting. Chris Moore seconded; the motion passed.

### Treasurer's Report

Jeanne Campion moved to approve the financial report for January 2018. Brian Paragi seconded. Roll call vote; all trustees voted in favor of the motion. Jeanne moved to approve the check register for January 2018. Brian seconded. Roll call vote; all trustees voted in favor of the motion.

### Librarian's Report

Lynn Schmit submitted the Librarian's report before the meeting. She added a note that the annual Valentine Bingo program was held the previous Thursday and was a great success, with tremendous support from local merchants.

Lynn further reported that plans are progressing with Unique Management Services to begin collecting on delinquent accounts. Library staff have discovered that, with the library's current policy of billing patrons for lost items after 45 days, patrons will have only 2 weeks to pay the bill before it is sent to Unique. Lynn proposed changing the current policy to allow bills to be sent after 30 days, which would give patrons a full month to pay the bill. This policy change will be on the March board agenda.

Chris Moore asked if Lynn learned anything interesting about the condition of the state of Illinois at her ILA Legislative Breakfast. Lynn replied that she learned nothing more than what was already public knowledge.

Karin Vermillion asked if anything interesting came from the cloudLibrary user meeting. Lynn reported that IHLS cloudLibrary users are considering adding the new pay per use feature, which will allow up to 5 patrons to use a title at the same time. IHLS staff believe the costs for this can be covered through current funds and/or with a modest increase in price to members. (Lynn noted that the library's cost to use cloudLibrary is very modest.)

**Audience Comments** – No audience

**Committee Reports** – No committees met

### New Business

#### A. Filing of Ehlers Management Reports

The board agreed to accept the January 2018 report and place it on file. Chris Moore asked who oversaw financial investment decisions. Kate Smith replied that Lynn Schmit has been directed by the board to make these decisions and Lynn noted that Kate is involved as well. There was a brief discussion about the types of investments that can be considered by the library.

### Preparation for Strategic Planning

Chris Moore, as the trustee appointed to oversee the strategic planning process, summarized his proposed project plan for the board, based on a meeting with Lynn Schmit and Kate Smith and the review of some library-specific strategic planning documents from the American Library Association and the Illinois Library Association.

He proposed that the board allot 6 months for the planning process, with discussions on prepared talking points at each monthly meeting and a half-day planning retreat at the library in the summer. In between meetings, Chris will work with Lynn Schmit and Kate Smith on follow up items and preparation for the next meeting, with Lynn and Kate providing administrative and research support.

The proposed topics for discussion during the planning process include (in no particular order):

- Preparing 3-5 years of specific plans, plus a general discussion of longer term issues.
- Analyzing personnel compensation and benefits, with a particular eye on what will be necessary to hire future key staff members.
- Strengthening bonds with the school district, local government, and local community.
- Identifying ways to serve both those who are economically advantaged and those who are disadvantaged.
- Preparing for technology changes.
- Analyzing current performance measures and identifying new ones, both quantitative and qualitative.

- Planning for programming that best suits the needs of the community.
- Setting the stage for a new marketing plan.
- Taking a long-term look at plans for when the current bond is paid off in 2028.

The board will discuss Chris' proposals and lay out a project plan at the March meeting.

## **Board Advocacy – Murder Mystery Dinner**

The board discussed the murder mystery dinner, held the previous Saturday and agreed the following changes helped the event:

- Having assigned seating.
- Moving the location of the bar.
- Serving food in the cafeteria.

For next year, trustees agreed to consider the following changes:

- Moving the event to a larger venue.
- Distributing name tags separately from check in (to avoid bottlenecks).
- Giving guests place cards with table numbers to avoid confusion with communicating seat assignments.
- Changing promotions to encourage a range of arrival times, with either a cocktail hour or a "doors open" time.

## **Trustee Comments**

Jeanne Campion reported that she had trouble using her eReader and staff member Sherry Waldrep was a great help.

Chris Moore asked for historical data to be added to the gate count report.

Karin Vermillion told the board that staff member Lizz Phippen was very helpful with identifying Blue Stem books to meet a school requirement for Karin's daughter.

## **Adjournment**

Chris Forman moved to adjourn the meeting. Charity Bundren seconded; the motion passed. The meeting was adjourned at 6:55pm.

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Respectfully Submitted by Kate Smith, Business Manager