

Princeton Public Library
 Regular Meeting of the Board of Trustees
 February 24, 2016 – Matson Meeting Room

1. President Paul Ernst convened the meeting at 7:03 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Ami Chamberlain	X
Jan English	
Paul Ernst	X
Roger Gustafson	X
Terry Madsen	
Drew Russell	
Carolyn Schafer	X

Also in attendance: Library Director Julie Wayland, Head of Technical Services Dana Fine, Recording Secretary Marcie Jagers

2. Agenda Adoption. Carolyn asked to add Personnel to standing committee reports. **MOTION 16-013** Mike moved to adopt the agenda as amended. Carolyn seconded the motion, motion carried.

3. Public Participation.

4. **MOTION 16-014** Carolyn moved to approve the minutes of the January 20, 2016 regular meeting. Roger seconded the motion, motion carried.

MOTION 16-015 Ami moved to approve the minutes of the January 20, 2016 executive session. Jen seconded the motion, motion carried.

5. Treasurer’s Report

Jen reviewed some numbers. She noted that if we had received our levy funds from the city of \$44,220 for this fiscal year, we would be \$10,000 in the black. Jen congratulated Julie and the staff for their commitment to watching expenses.

MOTION 16-016 Mike moved to approve the Treasurer’s Report for January 2016 as presented. Roger seconded the motion, motion carried.

6. **MOTION 16-017** Carolyn moved to approve payment of bills for January 31, 2016 in the amount of \$15,122.91 and February 15, 2016 in the amount of \$4,023.34, for a grand total of \$19,146.25. Jen seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Ami Chamberlain	X		
Jan English			
Paul Ernst	X		
Roger Gustafson	X		
Terry Madsen			
Drew Russell			
Carolyn Schafer	X		

7. President's Report. Paul distributed the statement of economic interest forms to be completed by board members and returned to Julie.

8. Standing Committee Reports

Building & Grounds. Bill Williams can repair the issue with the battery pack/auto flush on our toilets for approximately \$300 less (each) than what Kettman's will charge. Bill will also be experimenting with LED lights to determine any cost savings opportunities. With warmer weather, he will conquer tuck pointing on the south side of the building where we had a leak.

MOTION 16-018 Carolyn moved to accept the verbal report of the Buildings and Grounds Committee. Mike seconded the motion, motion carried.

Finance Committee. Julie distributed a letter from Rachel Skaggs, City Manager. This letter is in response to Jen's recent inquiries as to whether we have been receiving the levied funds for IMRF and FICA. The letter confirms that the city has not been forwarding the levied funds. Rachel also indicates the library should pay the city for health insurance claims submitted by library employees. Julie sent a copy of this letter to Phil Lanzini for his legal advice. Board members questioned why the annual city audit did not reveal the issue with the levied funds. Discussion ensued.

Jen expects to meet again with Rachel to address the proposals in the letter and request the levied funds for this fiscal year.

The board agreed not to pay the city for the monthly employer portion of IMRF until this situation is resolved. The monthly employee contributions will be paid. Further discussion ensued.

Personnel

Health Insurance. Carolyn noted that recent developments with the city's health insurance make it not financially sustainable. The city is requiring that the library pay for any claims submitted by our employees up to \$35,000 per employee. Currently

the monthly premium we pay is \$887 per employee for three employees. Carolyn shared some numbers she'd found that were an average of about \$500 per month. Discussion ensued. Carolyn is waiting on a group plan quote. If the numbers are favorable, we will go ahead and get employees signed up and hopefully it can be effective April 1st.

Carolyn noted that Dana inquired about a 1095 tax form regarding health insurance. Discussion ensued. It's Carolyn's opinion that the city should provide this form. The board instructed Marcie to correct our W-2 forms to include, in Box 12, the amount the library spent to provide health insurance for each employee.

Thanks and appreciations were extended to Jen and Carolyn for all the time they are putting in on these issues.

MOTION 16-019 Roger moved to accept the verbal report of the Finance Committee. Mike seconded the motion, motion carried.

9. Director's Report. Julie reviewed her report with the following additional comments:

- The Café numbers reflect some larger purchases that will last for more than one month. Heartland Bank has signed up as a Café sponsor at the bronze level. The suggestion was made to offer a special deal to a sponsor's employees during their month of sponsorship. Julie will look into this idea. Discussion ensued.
- Considering posting our policies on our website for transparency
- A new procedure was discussed at the recent staff meeting. At 15 minutes before closing, staff will announce that patrons need to exit the building by 5 minutes before closing. That will allow 10 minutes for people to wrap up what they are doing and give staff the last 5 minutes to prepare for the next day and lock the door on time. The board agreed with this procedure.

10. Staff and Administration Reports

Dana noted the library is celebrating its 130th birthday on Friday. There is a box at the front desk where staff is collecting 130 reasons to celebrate the library. Ron will put together a PowerPoint presentation for Friday. There will be birthday cake and amnesty for fines \$2 and under. Also a double punch will be offered at the Café all day.

Dana noted circulation stats continue to indicate we are consistently busy and the staff is working hard.

Jen noted we should have addressed the FY 2016-17 budget during the Finance Committee report. The proposed budget has been distributed for review. We will vote on this next month. Look it over and forward any questions to Jen.

11. Unfinished Business

Strategic Plans were distributed for review before next month's meeting.

12. New Business

13. Items for next Agenda
Strategic Plan
Approving Budget
Update on Levied Funds
Employee Health Insurance

14. Announcements

MOTION 16-020 Mike moved to adjourn the regular meeting. Carolyn seconded the motion, motion carried. The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President