

Princeton Public Library
 Regular Meeting of the Board of Trustees
 March 16, 2016 – Matson Meeting Room

1. President Paul Ernst convened the meeting at 7:01 p.m. Roll call attendance:

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

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

2. Agenda Adoption. **MOTION 16-021** Roger moved to adopt the agenda. Mike seconded the motion, motion carried.

3. Public Participation.

4. **MOTION 16-022** Mike moved to approve the minutes of the February 24, 2016 regular meeting. Carolyn seconded the motion, motion carried. Drew and Jan abstained.

The bill payment approval was moved up on the agenda:

6. **MOTION 16-023** Mike moved to approve payment of bills for February 29, 2016 in the amount of \$9,971.60 and March 15, 2016 in the amount of \$14,465.01, for a grand total of \$24,436.61. Paul shared some details of the expenses from March 15th. Discussion ensued. Jan seconded the motion, roll call vote:

Jen arrived at the meeting at this time.

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

Drew Russell	X		
Carolyn Schafer	X		

5. Treasurer's Report

Ami asked if we could report the interest on the Kirkpatrick Endowment Fund as a separate line item. Jen agreed.

MOTION 16-024 Ami moved to approve the Treasurer's Report for February 2016 as presented. Carolyn seconded the motion, motion carried.

7. President's Report.

Paul has distributed some of the library's gifting pamphlets for estate and will planning. There are more available if anyone else has ideas of where to place some. It was agreed to include this information on the library website and in the newspaper.

Café sponsorships are coming in. Discussion ensued. Terry asked Julie to send him a reminder for CPASA.

Julie noted we didn't have to purchase any filtering software for the children's computers as it was discovered we already had one. We had a computer virus last week that held files hostage. Discussion ensued. Quentin had to work a long time to resolve this issue.

Carolyn recently brought to Julie's attention some issues with the meeting room projector's performance. It is probably a good idea to start looking into options for a replacement projector.

8. Standing Committee Reports

Building & Grounds. Paul gave a brief update.

MOTION 16-025 Mike moved to accept the verbal report of the Buildings and Grounds Committee. Roger seconded the motion, motion carried.

Personnel. Carolyn reported we have a Blue Cross Blue Shield group policy and plan to get the three employees enrolled with an effective date of 4/1/2016. Discussion ensued. The premium costs will result in a savings of around \$1,000 per month. Premium costs are likely to increase every year. The Finance Committee will meet to determine what dollar amount we will top out at, set that limit and inform the staff. At this time we are still researching vision and dental insurance options.

MOTION 16-026 Drew moved to accept the verbal report of the Finance Committee. Ami seconded the motion, motion carried.

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

- In February 2016 the café reported a net income. These figures don't include the sponsorship money.

- We had to have a tech come to work on the espresso machine.
- We are now accepting library cards through phone and tablet apps. There are 3 apps: Key Ring, Stocard, and CardStar are what we've seen so far. If we can scan it, we can use it. The board suggested a press release and a note on the website.
- The Friends of the Library Book Sale starts tomorrow.
- The Little Free Library Showcase reception is April 8th. Discussion ensued. It was suggested that photos of the little libraries should be in the newspaper in advance to encourage bidders to attend the auction.
- Ellie Barbeau put in her 2 weeks notice today.
- Julie talke to Peg at Dimond Brothers about building insurance.
- Jan noted she plant to attend the West of 47 event in Mendota on April 7th if anyone would like to ride with her. Julie has been in charge of planning this event.

10. Staff and Administration Reports

Dana noted some statistics and stated we are almost to 4,500 patrons.

11. Unfinished Business

FY 2016 Budget

MOTION 16-027 Mike moved to approve the Fiscal Year 2016 budget has presented. Carolyn seconded the motion, motion carried.

Board members thanked the Finance Committee for their work on the budget. Terry noted that he's been on the board for a few months now and feels we are very fortunate to have Carolyn and Jennifer working with our board finances.

Update on Levied Funds. Jen distributed an spreadsheet summarizing levy numbers since 4/30/2103. Jen reported that along with Carolyn and Terry, she met with City Administrator Rachel Skaggs and Councilman Jerry Neumannn. Jerry is the councilman in charge of finance. Jerry came to the meeting having just learned about the issue with our levied funds. . Discussion ensued.

The city has instructed the county clerk to send the library's levied funds directly to us from now on.

Carolyn suggested looking at numbers back to the year when the new building was opened rather than 2013. During that period the levy was typically \$25,000 per year which comes to a total of \$196,000. Discussion ensued.

Jen noted that Rachel confirmed she found emails where Jen was requesting a breakdown of our tax check from several years back. Jen has located paperwork that indicates it was probably around 2012 when she started asking.

Jen asked about the city's annual audit. Rachel confirmed the city was advised in an auditor's management letter of this issue a number of years back. The city's finance commissioners did not see this letter.

The city admits a mistake was made and is proposing a \$30,000 utility credit over a 3-year period. They are cash strapped and don't have any funds to pay us, not even for this current fiscal year's levy. Discussion ensued.

Phil Lanzini's advice was encouraging, but also he noted not to spend a lot of time and money on this issue.

Jen will update our numbers to the \$196,000 mentioned earlier and email our proposal to Rachel Skaggs. Board members expressed their thanks to Jen and the Finance Committee for their diligence on this issue.

12. New Business

Strategic Plan Review. Board members spent some time reviewing the plan document. Discussion ensued.

It was decided to make more of an effort to share the library's mission statement: Connection-Community-Discover

Julie noted we will probably conduct a patron survey in 2016 since the last one was done in 2013.

13. Items for next Agenda

14. Announcements

Paul pointed out upcoming workshop opportunities for board members from RAILS, as included in this month's packet. Paul plans to attend the workshop in Peoria Heights on April 30th.

MOTION 16-028 Mike moved to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President