

Princeton Public Library  
Regular Meeting of the Board of Trustees  
May 18, 2016 – Matson Meeting Room

1. President Paul Ernst convened the meeting at 7:00 p.m. Roll call attendance:

	<b>Present</b>
Jennifer Alter	X
Mike Bettasso	
Ami Chamberlain	X
Jan English	X
Paul Ernst	X
Roger Gustafson	X
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. **MOTION 16-043** Roger moved to adopt the agenda. Jen seconded the motion, motion carried.

3. Public Participation.

Paul explained he recently attended a meeting on parliamentary procedure. Over the next couple of months, we will be adopting some changes relating to motions and voting procedure.

4. **MOTION 16-044** Ami moved to approve the minutes of the April 20, 2016 regular meeting. Carolyn seconded the motion, motion carried. Jan abstained as she wasn't in attendance.

5. Executive Session Minutes tabled until next month.

6. Treasurer's Report. Jen pointed out this report ends the fiscal year. She reviewed some of the figures noting we are moving in a better direction financially. Discussion ensued.

Mike arrived at the meeting at this time.

**MOTION 16-045** Mike moved to accept the Treasurer's Report for April 2016 as presented. Jan seconded the motion, motion carried.

7. **MOTION 16-046** Mike moved to approve payment of bills for April 30, 2016 in the amount of \$11,927.56 and May 15, 2016 in the amount of \$8,667.30, for a grand total of \$20,594.86. Roger seconded the motion, roll call vote:

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

Paul noted the total bills for this period last year were \$25,216.

#### 8. President's Report.

- Susan Hale will be taking minutes for our June meeting. Jen volunteered to meet with Julie prior to the meeting to prepare the agenda.
- We have received the first e-rate refund for \$190.
- The workshop Paul attended at the Peoria Heights library was sponsored by RAILS. Nancy Sylvester, a professional parliamentarian from Rockford, presented an extremely worthwhile workshop on Robert's Rules of Order. Discussion ensued. Her website: [www.nancysylvester.com](http://www.nancysylvester.com).
- Board terms:  
Drew, Roger, Jan (June 2016)  
Jen, Mike, Ami (June 2017)  
Carolyn, Paul and new board member (June 2018)
- Discussion ensued regarding filling the vacant board seat. Paul stated Terry Madsen is willing to return to the board if appointed by the mayor. Paul noted the City of Princeton website has a link where people can submit their name if interested in serving on any committee or board.

#### 9. Standing Committee Reports

Building & Grounds. We will schedule the required backflow test with Kettmans. ESCO found two minor issues with air conditioning units. They'll be back to repair these and install new thermostats.

Ami asked if the fountain in the front gardens will be turned on? Julie will talk to someone at Hornbaker Gardens.

Jan asked about tuck pointing progress. Paul explained there is currently a temporary seal until the tuck pointing can be completed.

Finance. None

Personnel. Blue Cross Blue Shield health insurance is in place. Still working on finalizing vision insurance (employee pays premium) and life insurance (library pays premium).

Policy. None.

10. Director's Report. Julie reviewed her report with the following additional comments: Jane Morris was here recently and the grounds look great. Looking to complete installation of Little Free Libraries by June 1st. Paul will contact RP Lumber to seek donated posts.

Julie stressed the importance of board members using their library email for communications to protect against opening up personal emails to Freedom of Information Act (FOIA) requests.

Our June meeting will be in the staff kitchen to accommodate a meeting that needs the projector.

11. Staff and Administration Reports

Dana noted the staff is happy to welcome Jeff Klett as a new asst. librarian. She reviewed some circulation statistics. Dana thanked the board for her recent professional development experience. She attended Book Expo America in Chicago last week. She also shared appreciation for staff members stepping up to cover hours when needed. Board members congratulated Dana on her recent appointment to the Lovejoy Board of Directors.

12. Unfinished Business

Carolyn provided a handout comparing quotes from Dimond Brothers and Country Financial for commercial insurance. Lengthy discussion and review ensued.

Mike suggested increasing the coverage on the electronic sign. The importance of a video "inventory" of library property was stressed.

**MOTION 16-047** Mike moved to purchase the Country Financial 2 option as presented for property and liability insurance with the exception of Errors and Omissions which will stay with our current Dimond Brothers policy for \$2 million; and the insurance team should work on any specific items that need coverage increased. Ami seconded the motion, roll call vote:

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

Carolyn will call Country Financial tomorrow. Mike suggests asking Drew to review how the policies are written for E&O because they are usually not standardized.

13. New Business

14. Items for next Agenda

15. Announcements

Roger shared some Bureau County Historical Society news: June 4<sup>th</sup> open house and vintage bridal fashion display, June 30<sup>th</sup> book signing with Jon Hullskamp.

Paul noted the tractor show here at the library parking lot on Saturday.

**MOTION 16-048** Mike moved to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

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Marcie Jagers, Recording Secretary

\_\_\_\_\_ Minutes approved as read.

\_\_\_\_\_ Minutes approved as amended.

\_\_\_\_\_ Paul Ernst, President