

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 July 20, 2016 – Matson Meeting Room

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

|                 | <b>Present</b> |
|-----------------|----------------|
| Jennifer Alter  | X              |
| Mike Bettasso   | X              |
| Ami Chamberlain |                |
| Jan English     | X              |
| Paul Ernst      | X              |
| Roger Gustafson | X              |
| Drew Russell    | X              |
| Carolyn Schafer |                |

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

2. Agenda Adoption.

3. Public Participation.

4. Minutes of the May 18, 2016 and June 15, 2016 regular meetings. No corrections needed, minutes approved.

Paul distributed the executive session minutes from April 2016 for review. Seeing no corrections, minutes approved.

5. Treasurer’s Report for May and June.

Jen noted we have had to transfer from reserves until we receive property tax revenue. We received \$41,000 in back taxes from the city, causing our income to appear higher than last year. We are receiving \$1,000 per month in a utility credit from the city.

6. **MOTION 16-049** Mike moved to approve payment of bills for May 31 in the amount of \$11,082.39 and June 15 in the amount of \$6,194.11, for a total of \$17,276.50. Roger seconded the motion, roll call vote:

|                 | <b>Yes</b> | <b>No</b> | <b>Abstain</b> |
|-----------------|------------|-----------|----------------|
| Jennifer Alter  | X          |           |                |
| Mike Bettasso   | X          |           |                |
| Ami Chamberlain |            |           |                |
| Jan English     | X          |           |                |
| Paul Ernst      | X          |           |                |

|                 |   |  |  |
|-----------------|---|--|--|
| Roger Gustafson | X |  |  |
| Drew Russell    | X |  |  |
| Carolyn Schafer |   |  |  |

**MOTION 16-050** Drew moved to approve payment of bills for June 30 in the amount of \$14,809.20 and July 15 in the amount of \$11,138.62, for a total of \$25,947.82. Jan seconded the motion, roll call vote:

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

7. President's Report.

Paul will contact the city manager and is hoping to get a new board member approved before next month's meeting.

8. Standing Committee Reports

Building & Grounds.

They met recently and Carolyn presented a quote on insurance for liability, property, and worker's comp from Mike May and Crane Schafer of Country Financial. Discussion ensued. Jan noted we learned from Mike and Crane that we don't need additional coverage for special events. If we sell liquor at an event, we need to get coverage per occurrence.

We aren't covered in the case of a flood. Paul noted flood insurance is very expensive and only available from the federal government. Building insurance would cover flooding caused by our own pipes.

There is \$10,000 coverage for a data breach incident. In the event the library rents a vehicle, our policy covers liability/bodily injury but we need to purchase coverage for physical damage from the rental company.

Mike May noted they would send someone to assess the library property for any potential liabilities.

Paul noted Bill Williams hopes to begin work on our projects soon.

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

- The Illinois Records Department representative will help us with a plan for retention and purging of documents.
- The Leadership Summit provided good networking.
- The filters in Youth Services are functioning.
- Julie asked if the Policy Committee would work on an alcohol policy. Julie will research existing policies for the committee's review.
- During a recent storm warning, everyone in the library went to the storm room. After this incident, Julie contacted Bureau County Emergency Management Director, Keenan Campbell, for advice on whether to lock the library's front door when everyone's taking shelter. He recommended locking the door and notifying the police/ fire department. If the library is damaged by the storm, emergency responders will know where to look.
- We plan to purchase a vinyl cutter using funds donated by Marjorie Albrecht.
- Discussion ensued regarding Café figures.
- Julie has been preparing the Illinois Public Library Annual Report (IPLAR). She reviewed statistics regarding program attendance. The numbers of children's programs, as well as attendance, were down. Adult programs increased, but attendance was down. Discussion ensued. We utilized more free programs this year. Total annual visits were up from last year by 1500.
- She addressed an issue regarding the number of resident cards appearing artificially high. This is due to holding on to patron records past expiration dates in order to collect fines. Discussion ensued. Julie noted staff is reexamining our procedures related to this issue.
- Celebrating the libraries anniversary on August 1<sup>st</sup> with an amnesty day for fines and cake.
- Julie distributed the public computer usage report and income/expense report.
- The library will host a wine tasting event on Friday, August 26<sup>th</sup>.

10. Staff and Administration Reports

Dana thanked the board for supporting her attendance at Book Expo America in Chicago in May. It was a very good experience.

Dana noted the linen map is in the process of getting some restoration. A recent Youth Services program on bubbles was attended by 140 people. 60 new patrons registered in the past month.

Julie noted an item in Margaret's report. We are discouraging groups from meeting in the local history room in order to keep it open and available for patrons to utilize.

11. Unfinished Business

**MOTION 16-051** Mike moved to accept the commercial property, general liability, and worker's comp insurance proposal from Country Financial as presented. Drew seconded the motion, roll call vote:

|                | Yes | No | Abstain |
|----------------|-----|----|---------|
| Jennifer Alter | X   |    |         |
| Mike Bettasso  | X   |    |         |

|                 |   |  |  |
|-----------------|---|--|--|
| Ami Chamberlain |   |  |  |
| Jan English     | X |  |  |
| Paul Ernst      | X |  |  |
| Roger Gustafson | X |  |  |
| Drew Russell    | X |  |  |
| Carolyn Schafer |   |  |  |

Paul noted there was significant savings with this policy.

12. New Business

13. Items for next Agenda

We will not meet in August. September 24 is our next meeting date.

14. Announcements

**MOTION 16-052** Mike moved to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

\_\_\_\_\_  
 Marcie Jagers, Recording Secretary

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

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

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