

Princeton Public Library
 Regular Meeting of the Board of Trustees
 October 19, 2016 – Matson Meeting Room

1. Acting President Carolyn Schafer convened the meeting at 7:04 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Ami Chamberlain	X
Jan English	X
Paul Ernst	
Steve Esme	X
Roger Gustafson	
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. No changes

3. Public Participation.

4. Minutes of the September 21, 2016 regular meeting. No corrections needed, minutes approved.

5. Treasurer’s Report for September.

Jen noted we received the 2nd half of our property tax revenue. The total tax revenue received this year is \$313,649. That is about \$17,000 under budget. The FICA totaled \$17,576, about \$424 under budget; and IMRF totaled \$27,035 about \$665 under budget. Discussion ensued.

The Finance Team will meet with Rachel Skaggs next week regarding the levy.

6. **MOTION 16-055** Jan moved to approve payment of bills from September 30 for \$10,757.91 and October 15 for \$10,753.74 for a grand total of \$21,511.65. Ami seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Ami Chamberlain	X		
Jan English	X		

Steve Esme	X		
Roger Gustafson			
Drew Russell			
Carolyn Schafer	X		
Paul Ernst			

Julie noted the bill payments are \$4,140.51 less than the same time period last year.

7. President's Report.

8. Standing Committee Reports

The Policy Committee will review the Reimbursement Requisition Form and policy.

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

- Distributed Standards Chapter 6 for review as required for the Per Capita Grant.
- Distributed PC usage report. Discussion ensued. Quentin is working on providing a report of Wi-Fi usage.
- One of the new conference room tables was set up in the meeting room. Discussion ensued. We will be using Friends of the Library donation to purchase 6 more tables.
- Personnel may want to meet to review upcoming law changes relating to overtime as outlined in the Fair Labor Standards Act. Discussion ensued. Carolyn suggested a possible upgrade in our current tracking of hours by using a piece of software to clock in and out. Everyone but Julie will need to start turning in time sheets to comply with the law. Personnel will meet and report back.
- Discussion ensued regarding snow removal and the possibility of city plows clearing our lot.
- A press release is going out to explain the "Non-Event" fundraiser scheduled for New Year's Eve. We will be sending invitations in early November.
- The graphic for the billboard is ready. Discussion ensued regarding the best location for billboard advertising. Mike suggested the importance of asking new patrons how they found out about the library.
- A suggestion was made to introduce staff by photos through the website and e-newsletters.
- Bill will install the new coffee machine.
- Staff Christmas party is December 9th
- Staff learned at recent training day about other libraries having success offering video transfer service to patrons for a fee. Discussion ensued.
- Waiting to hear back from First State Bank about café sponsorship. Will also contact Liberty Village.
- Distributed a flyer for the upcoming Health Expo.

10. Staff and Administration Reports

Dana reviewed staff reports and statistics. Dana noted she is part of the PrairieCat training committee and co-presented two workshops and had a solo presentation at the PrairieCat Users Group Day.

11. Unfinished Business

The Facebook issue from last month regarding the library’s name has ended. Paul, Carolyn & Julie met after last month’s meeting and decided not to address the issue.

12. New Business

Jan asked about canceling or changing the meeting date for December. We will make a final decision in November.

Carolyn suggested rotating the display of historical items throughout the library. Discussion ensued. It was agreed there are many items archived and in local history that could be shared. It was suggested that when something is on display/hanging on the wall for too long, people start to not see it.

13. Items for Next Agenda

December meeting date

14. Announcements

Per ILCS 120/2:(c)(1), Acting Board President Schafer called an executive session to discuss personnel issues. **MOTION 16-056** Mike moved to adjourn the regular meeting to executive session. Jan seconded the motion, roll call vote:

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

The meeting was adjourned to executive session at 8:05 p.m.

MOTION 16-058 Ami moved to adjourn the regular meeting. Mike seconded the motion, motion carried. The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President