

Princeton Public Library
Regular Meeting of the Board of Trustees
November 16, 2016 – Staff Kitchen

1. President Paul Ernst convened the meeting at 7:07 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Ami Chamberlain	
Jan English	
Paul Ernst	X
Steve Esme	X
Drew Russell	X
Carolyn Schafer	X

Also in attendance: Library Director Julie Wayland, Recording Secretary Marcie Jagers

2. Agenda Adoption. Paul added October 19, 2016 Executive Session Minutes at 4.1

3. Public Participation.

4. Minutes of the October 19, 2016 regular meeting. No corrections needed, minutes approved.

4.1 Minutes of the October 19, 2016 executive session. No corrections needed, minutes approved.

5. Treasurer's Report for October 2016

Jen reported on a recent meeting with City Manager Rachel Skaggs. Rachel requested the meeting because she needed our FICA and IMRF dollar numbers for the next fiscal year. The EAV this year is 133,100,140. That is down about 4,000,000. We will be receiving less tax dollars in next fiscal year.

We are at our maximum levy of .24. Discussion ensued. Jen noted the tax revenue line on the Profit & Loss report. Bureau County Taxes received are down. Rachel is going to check into that number.

In addition, Rachel reported that the city would like to pay the remainder of the utility credit in a lump sum. Discussion ensued. Jen will inform Rachel that the board agrees to that lump sum payment.

6. **MOTION 16-059** Mike moved to approve payment of bills from October 31 for \$12,340.40 and November 15 for \$6,468.54 for a grand total of \$18,808.94. Steve seconded the motion, roll call vote:

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

Paul noted this total is approximately \$1,300 less than last year for the same period.

7. President's Report.

Paul noted the recent death of board member Roger Gustafson. This is a difficult loss and Roger will be missed by this board and many.

Paul submitted Tony Bonucci's name to the city as a new board member. Discussion ensued. It was agreed that, going forward, the board will provide input and discussion prior to recommending new board members.

8. Standing Committee Reports

Building & Grounds. Paul reported the city will provide the machine and the labor to repaint the lines in our parking lot. We will buy the paint. We will also be filling some holes in the parking lot. The city will assist with removal of old sign posts in our parking lot. Discussion ensued. As of this time, snow plowing the parking lot will still be our expense.

We've replaced some pendant lights over the young adult section. We would like to get new pendant lights for the reference area (5), the youth section (5) and circulation (8). They cost about \$35 each.

Julie is working with Comcast as we have not received a refund check. We are not paying our bill, per Comcast's recommendation, until we receive the refund. We are also waiting for a Comcast representative to assist with an increase from 130 to 150 bandwidth.

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

- Distributed report of big expenses/income
- Distributed sample invitation for the non-event fundraiser
- The billboard on Main Street is ours for January
- Working to get a PayPal account linked to our webpage. As a non-profit we get a special rate with PayPal.
- Still waiting to hear from the Illinois Records Department regarding parameters for a retention schedule.

10. Staff and Administration Reports

No staff in attendance. Julie is willing to answer any questions. With upcoming changes related to the Fair Labor Standards Act and overtime pay, there may not be staff attendance at board meetings. Discussion ensued.

11. Unfinished Business

a. Government Travel Expense Resolution

Paul read aloud a section of A Resolution to Comply with the Government Travel Expense Control Act (50 ILCS 150). See attached.

MOTION 16-060 Mike moved to adopt the travel expense resolution as read by Paul. Steve seconded the motion, motion carried.

We need to review each January to be sure we are paying mileage reimbursement at the correct rate.

Discussion ensued regarding staff attending meetings outside the library. It was agreed that going to meetings that are not official library business would not be paid hours.

b. FLSA Changes

Julie learned through a Webinar that we are required to notify employees in writing of payroll changes related to the FLSA. The deadline for this is December 1st. Julie distributed a draft of the letter for review. Discussion ensued.

Clarification will be made that vacation and sick time are paid, but don't count toward hours of overtime. Staff will need Julie's approval to work overtime.

Julie noted any electronic time tracking options are all very expensive. We won't be changing our system at this time.

c. Filtering for E-Rate

Julie has learned that to qualify for the E-Rate we need to filter all library computers, not just the youth computers as we had thought. Discussion ensued.

MOTION 16-061 Drew moved to rescind our policy of filtering the youth computers. Carolyn seconded the motion, motion carried.

d. Approve Board Meeting Schedule for 2017

MOTION 16-062 Drew moved to approve the 2017 meeting date schedule as presented. Steve seconded the motion, motion carried.

12. New Business

a. Meeting in December

MOTION 16-063 Mike moved to cancel the December board meeting. Jen seconded the motion, motion carried.

b. Standards Chapter 6 Discussion

Paul reviewed the checklist. We are able to check each item on the list.

c. Finances.

Phil Lanzini pointed out the option for an extra levy with funds to be used for physical repair of our building. It is too late this year to propose this levy. We will approach the city for next year. Discussion ensued.

13. Items for Next Agenda (January 18, 2017)

14. Announcements

Per ILCS 120/2:(c)(1), Board President Ernst called an executive session to discuss personnel issues. **MOTION 16-064** Mike moved to adjourn the regular meeting to executive session. Steve seconded the motion, roll call vote:

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

The meeting was adjourned to executive session at 8:10 p.m.

MOTION 16-066 Mike moved to accept the finance committee's suggestion. Jen seconded the motion, voice vote.

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

MOTION 16-067 Mike moved to adjourn the regular Meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Julie Wayland, Director

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President