

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 February 15, 2017 – Princeton Room

1. President Paul Ernst convened the meeting at 7:02 p.m. Roll call attendance:

	<b>Present</b>
Jennifer Alter	X
Mike Bettasso	
Tony Bonucci	X
Jan English	X
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. No changes.

3. Public Participation. None.

4. Minutes of the January 18, 2017 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for January 2017

Jen asked if there were any questions. She noted we are 75% through our fiscal year and our expenditures are running around 78%.

6. **MOTION 16-070** Carolyn moved to approve payment of bills from January 31 for \$9,056.90 and February 15 for \$3,714.46, for a grand total of \$12,771.36. Steve seconded the motion, roll call vote:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Jennifer Alter	X		
Mike Bettasso			
Tony Bonucci	X		
Jan English	X		
Steve Esme	X		
Drew Russell	X		
Carolyn Schafer	X		
Paul Ernst	X		

Paul noted that bills paid since January 16 this year have totaled \$12,771.36 . During the same bill period last year, we spent \$19,056.75. That's a decrease of \$6,285.39. Discussion ensued.

#### 7. President's Report.

Please remember we are seeking a new board member. Let Paul know if you have any suggestions.

Paul received a check for \$10,000 from the Friends of the Library. He noted this donation is used for Book Pages, Summer Reading, and Ancestry.com.

The heater has been repaired in the airlock. The automatic door opener will be repaired soon with an upgrade to the transmitter.

#### 8. Standing Committee Reports

Personnel. Carolyn asked board members to please return completed director's evaluation forms to her.

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

- Second Story does want our old meeting room tables.
- We have purchased thumb drives with the library logo to sell to patrons. 4 gb size for \$6
- We are getting new patron cards through a group purchasing discount with RAILS. They have a picture of the library on the front with the logo on the back, and will include a card and a key fob.
- Discussion ensued regarding Lynda.com. As discussed last month, this website provides professional instructional videos. Julie recently attended the Princeton Economic Summit where local companies shared concerns of finding qualified people for their workforce. It is Julie's recommendation to use a recent \$2,500 donation from Marge Albrecht to pay for this service. There would be no charge for patrons. There is a limitation of only 5 people logging in and working at one time. The importance of getting the word out about this service was discussed.
- Julie distributed an Income Miscellaneous sheet for January 31 and February 15.

#### 10. Staff and Administration Reports

Reviewed reports and attendance numbers.

Jan asked if we know how many of our patrons are resident and non-resident. Julie will report back next month.

#### 11. Unfinished Business

None.

#### 12. New Business

Budget. A draft of the FY 2018 budget was prepared by Carolyn, Jen, and Julie. Jen noted the fiscal year dates need to be updated on the top of each column. Jen noted that “transfer from reserves” for FY 2018 is budgeted at \$59,780; for FY 2017 it was \$44,000. Discussion ensued. It was noted that Julie and the staff have done a great job trimming expenses. The biggest portion of the budget is salaries, building expenses, utilities, maintenance. Board members should review the proposed budget as a vote is needed next month.

Tony asked about the details of the Kirkpatrick endowment funds. Discussion ensued. Tony suggested investing a portion of the Kirkpatrick funds in a US Treasury bond to earn a higher interest rate. We can purchase through treasurydirect.gov without any brokerage fees.

Paul noted we are working on a building levy increase for next year.

Discussion ensued about the café numbers. Julie noted the café will begin opening an hour earlier in May.

**MOTION 16-071** Carolyn moved to appoint Jan English as board secretary to finish Ami’s term. Drew seconded the motion, motion carried.

Bank signature cards will need to be updated with Jan’s signature.

13. Items for Next Agenda  
Budget

14. Announcements

**MOTION 16-072** Drew moved to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

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Marcie Jagers, Recording Secretary

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

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

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