

Princeton Public Library
 Regular Meeting of the Board of Trustees
 October 18, 2017 – Princeton Room

1. Acting President Carolyn Schafer convened the meeting at 7:00 p.m. Roll call attendance:

	Present
Jennifer Alter	
Mike Bettasso	X
Tony Bonucci	X
Jan English	X
Paul Ernst	
Steve Esme	X
Drew Russell	X
Carolyn Schafer	X
Lani Swinford	X

Also in attendance: Library Director Julie Wayland, Recording Secretary Marcie Jagers
 City Commissioner Jerry Neumann

2. Agenda Adoption. No changes.

3. Public Participation. Carolyn welcomed Linda Gustafson and Jane Morris to the meeting. Linda explained her thoughts for a new garden area in memory of Roger. Linda has been meeting with Jane and they shared a preliminary garden layout. Linda plans to purchase a large granite frog for this area. Linda has memorial money to donate toward this project. Discussion ensued. Carolyn said the Building & Grounds Committee will review this proposal and provide a recommendation to the board. Jane noted committee members can call her if they have any questions. The board thanked Jane and Linda for their proposal.

4. Minutes of the September 20, 2017 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for September 2017

6. **MOTION 17-014** Mike moved to approve payment of bills for September 30 in the amount of \$11,857.52 and October 15 in the amount of \$5,990.70 for a grand total of \$17,848.22. Drew seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter			
Mike Bettasso	X		
Tony Bonucci	X		
Jan English	X		
Steve Esme	X		
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		
Paul Ernst			

Carolyn noted that total is \$3,662 less than the same period last year.

7. President's Report. Julie expressed thanks to the city as the old sign at the corner of our parking lot is gone. Also, the parking curbs for the handicapped spots are back in place. Julie also noted that Advanced Asphalt spent nearly a day repairing our parking lot at no charge. Discussion ensued. Julie will send a note of thanks.

8. Standing Committee Reports

Policy Committee. The Hot Spot Borrowing Policy was distributed for review. Discussion ensued. **MOTION 17-015** Mike moved to approve the Hot Spot Borrowing Policy as presented. Steve seconded the motion, motion carried.

Café Committee. Carolyn distributed a detailed analysis of café numbers over the last several years. Discussion ensued. The bottom line numbers improve each year. Carolyn noted the importance of securing monthly café sponsorships. She encouraged board members to assist with seeking sponsors. Julie will email a list of sponsors to date.

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

- Jerry shared some details of how the electronic recycling event will be handled. Discussion ensued. Julie will check with staff on the possibility of opening the Café early on that morning.
- As part of the 2018 per capita grant, board members and staff are required to watch a safety/security webinar. Julie distributed a list of webinars. We will go through the Chapter 12 checklist next month as required. Board members need to watch a webinar before next month's meeting.
- The next Friends of the Library book sale will be November 2-4
- PUG Day went well for everyone. Staff suggested that instead of closing the library for this training event, they are willing to rotate attendance.
- The IMRF audit went well for the city. We have two issues to address: offer participation in IMRF life insurance to staff (paid for by employee), and on the W-2 form we must check a box in Box 13 for IMRF.
- A straight truck is parking overnight in our parking lot. Discussion ensued. Julie will contact the police department about informing the owner we don't allow overnight parking. We will get a No Overnight Parking sign posted. Jerry will ask if the city has a source for this sign.
- Julie noted an impact wrench is needed to install the garden bench outside. She will talk to Bill Williams.
- Bill plans to replace the outdoor light bulbs with LED bulbs to provide brighter lights.
- Quentin is still working on replacing the screen in the meeting room.

10. Staff and Administration Reports

Julie noted the extra work Laurie put in to planning the Health Expo.

11. Unfinished Business

Rachel Skaggs said it may be November before we receive our copy of the city audit.

12. New Business

Holiday bonus proposal was distributed for review. The Building Levy Resolution was distributed for review.

13. Items for Next Agenda

- Approve meeting dates and holiday closing dates
- Approve holiday bonuses
- Approve levy resolution

14. Announcements

MOTION 17-016 Mike moved to adjourn the regular meeting. Jan 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.

Carolyn Schafer, Acting President