

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

1. President Paul Ernst convened the meeting at 7:00 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
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.

Paul noted two additional handouts for board members: updated income report, meeting dates/holidays

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

5. Treasurer’s Report for October 2017. Jen noted the correct number in the report for café deposits is \$24,027.26. She pointed out we are half way through the fiscal year and we’ve used 53.5% of our budget.

Jen reported on a recent meeting with Rachel Skaggs to discuss the shortage of about \$7,500 between what we levied and what we have received in tax monies. Rachel will check with the county for an explanation.

**MOTION 17-017** Steve moved to approve payment of bills for October 31 in the amount of \$10,581.81 and November 15 in the amount of \$3,365.36 for a grand total of \$13,947.17. Drew 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		
Lani Swinford	X		
Paul Ernst	X		

Compared to the same period last year, spending is down \$4,861.

#### 7. President's Report.

Safety webinar requirement for per capita grant.

Lani watched Managing Challenging Patrons and Drew watched Active Shooter. Discussion ensued. Drew felt it would be beneficial for the staff to watch the Active Shooter video and suggests we consider conducting a drill.

Paul thanked the city for the no parking overnight signage, and also reiterated thanks to the city and Advanced Asphalt as was mentioned last month.

Paul, on behalf of the board and the staff, shared condolences to Lani and family at the loss of Randy.

#### 8. Standing Committee Reports

Building and Grounds. Will be working with the policy committee on parameters of how to accept donations with specific requests for spending.

We are contacting Prairie Nursery to remove stumps and the tree out front.

Margaret flipped the breaker to restart the outdoor sign. That cleared up the problem.

Bill Williams will install LED bulbs outdoors at the flagpole and the library sign in an attempt to provide brighter light. Bill will be placing the recycled plastic bench outside with secure anchors. He also removed our waterfall pump for the winter.

The new screen in the meeting room is installed, but it won't go back up. Quentin will be troubleshooting this issue.

Café Committee. Carolyn provided a quarterly update. Discussion ensued. The café had a profit of \$550 in October. Country Financial has committed to sponsorship for December and January. Julie will send a past sponsorship list to Lani.

Finance Committee. Carolyn referred to a memo of understanding with the city that indicates the library will be reimbursed for the Bailey abatements. We don't think that is happening. Jen will check with Rachel.

Policy Committee. Working on donation guidelines and will have a report in January.

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

- Margaret is trying out apps to assist with staff scheduling.
- Dana Collins has completed an application to partner with us for an art show in March for women's history month. Discussion ensued. Julie will talk to our insurance agent regarding proper coverage for this type of event.
- The non-event fundraiser will happen again in December.
- Key Outdoor advertising, the local billboard company, has raised their pricing and we won't have a choice of location. We won't be using billboards.
- May 5, 2018, we will host a RAILS trustee training here in Princeton.

10. Staff and Administration Reports

Board members reviewed the reports. Julie noted all the wireless hotspots are checked out.

11. Unfinished Business

2018 Holidays and Meeting Schedule

**MOTION 17-018** Carolyn moved to adopt the 2018 regular meeting dates and the holiday closings as distributed. Drew seconded the motion, motion carried

Building Levy Resolution

Carolyn distributed a tax levy calculation sheet. Discussion ensued. The proposed levy increase will result in approximately \$17,500 in additional funds. Discussion ensued. Paul will attend the city council meeting. He will share a list of capital projects to be addressed in the next 1-3 years as suggested by Jerry.

**MOTION 17-019** Carolyn moved to adopt the building and maintenance fund levy at a rate of .01289 for 2018. Steve seconded the motion, motion carried.

12. New Business

**MOTION 17-020** Carolyn moved to accept the treasurer's reports from May 1, 2016 through April 30, 2017 following the completion of the city audit. Jen seconded the motion, motion carried.

13. Items for Next Agenda

First reading of updated donation policy

Per Capita Grant - standard checklist on safety and security

14. Announcements

No December meeting. Our next meeting is January 17, 2018.

Per ILCS 120/2:(c)(1), Board President Ernst called an executive session to discuss library issues relating to personnel. **MOTION 17-021** Carolyn moved to adjourn the regular meeting to executive session. Steve seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		

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

Marcie left the meeting at this time. The meeting was adjourned to executive session at 8:05 p.m.

Following Executive Session:

**MOTION 17-023** Drew moved to approve the holiday bonuses as presented. Tony seconded the motion, roll call vote:

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

**MOTION 17-024** Drew moved to adjourn the regular meeting. Lani seconded the motion, motion carried. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

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Marcie Jagers, Recording Secretary

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

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

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