

Princeton Public Library
 Regular Meeting of the Board of Trustees
 January 17, 2018 – Matson Meeting Room

1. President Paul Ernst convened the meeting at 7:03 p.m. Roll call attendance:

	Present
Jennifer Alter	
Mike Bettasso	X
Tony Bonucci	X
Jan English	X
Paul Ernst	X
Steve Esme	X
Drew Russell	
Carolyn Schafer	
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 shared some correspondence for board members to review.

4. Minutes of the November 20, 2017 regular meeting and December 14, 2017 special session. No corrections needed, minutes accepted.

5. Treasurer’s Report for December 2017. We are 2/3 of the way through the year and the expenses amount to about 71%.

6. **MOTION 18-001** Steve moved to approve payment of bills as follows:

November 30 for \$8,298.55

December 15 for \$4,474.63

December 31 for \$9,641.32

January 15, 2018 for \$8,390.65 Grand Total of \$30,805.15

Mike 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			
Carolyn Schafer			
Lani Swinford	X		
Paul Ernst	X		

Compared to the same period last year, spending is down \$3,786.

7. President's Report.

Paul noted the levy proposal was approved and funds will be used to deal with the air conditioning issues. There are problems with windows on the west side of the building allowing air through.

Paul shared a note from the Friends of Library which included a donation of \$10,000. The board is very thankful and commends the Friends for their hard work on the used book sales.

8. Standing Committee Reports

Building and Grounds. Will be meeting soon.

Finance Committee. Will be meeting soon. A draft budget for the next fiscal year is needed for the February meeting.

Policy Committee. Will be meeting soon to discuss donor policy and a policy for security camera use.

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

- Several safety improvements have been implemented.
- Granville Flooring provided an estimate for future flooring replacements.
- The outdoor sign is not working regularly. Discussion ensued. New equipment is coming from the manufacturer and P&D Sign will provide installation.
- The LED lightbulbs for outdoors will be more than \$1,000. Bill will give us an estimate.
- We are at 455 pounds of plastic collected for the 500-pound goal to receive another bench.
- The screen in the meeting room still doesn't go up. The company will be sending a replacement. Julie will check to see if they will cover the additional installation expenses.
- The wireless hot spots are very popular.
- Women's History Month – Julie checked with our insurance about coverage of artwork. Discussion ensued. Julie will ask specifically about coverage if a patron causes damage and/or theft. The board requested she get clarification of our coverage in writing. Tony suggested having the artists sign a waiver releasing the library of liability. Julie noted it's nice to have local organizations working together in partnership with the library.
- We learned that we are receiving our taxes from the Bailey Subdivision residents.

10. Staff and Administration Reports

Board members reviewed the reports. Thanks to the staff for all their hard work.

11. Unfinished Business

MOTION 18-002 Jan moved to adopt the Sexual Harassment Ordinance and Policy in regard to Public Act 100-0554 (the Act). Steve seconded the motion, motion carried.

Lani asked for an update on Linda Gustafson’s memorial garden request. Julie thinks it is tabled because of the winter weather. Discussion ensued.

Regarding our inquiry about the \$7,500 shortage between what we levied and what we received in tax monies, it is still not very clear. A document was provided by the county clerk with a breakdown of monies received this year. However, there is still no explanation of why the amount is so much less than what we expected. Discussion ensued. The issue was tabled until Carolyn and Jen are present for further discussion.

12. New Business

13. Items for Next Agenda

- Committee reports
- First budget draft for next fiscal year
- Update on lights outside
- Update on electronic sign and meeting room screen
- Tax levy shortage discussion

14. Announcements

MOTION 18-003 Mike moved to adjourn the regular meeting. Tony seconded the motion, motion carried. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President