

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 February 21, 2018 – 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	
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.

4. Minutes of the January 17, 2018 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for January 2018.

Jen noted we are 75% through the fiscal year and we’ve used 80% of our budget. Discussion ensued. Administrative Miscellaneous is over budget due to lawyer fees related to the levy.

6. **MOTION 18-004** Carolyn moved to approve payment of bills for January 31 in the amount of \$8,536.74 and February 15 in the amount of \$7,411.05 for a grand total of \$15,947.79. 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			
Steve Esme	X		
Drew Russell	X		

Carolyn Schafer	X		
Lani Swinford	X		
Paul Ernst	X		

Paul noted expenses for the same period last year were about \$6,000 less. He pointed out some unexpected expenses including: a new panic button installed for \$625, espresso machine repair for \$300, café cooler repair \$300. Julie noted an annual magazine subscription renewal for \$2,000 was in these totals.

#### 7. President's Report

Paul reminded the board of the opening reception for the Women's History Month exhibit on Friday, March 2 from 6-7:30 p.m. He thanked the Friends of the Library for sponsoring the cost of the reception.

#### 8. Standing Committee Reports

Buildings and Grounds. Paul reported they have not met. They will be meeting soon to discuss long term goals for the building and the garden in memory of Roger Gustafson.

Bill Williams has LED lights for outside of the building and the flagpole and they will be fewer in number but 110 volts. We are still waiting on final numbers for the cost. Steve asked to clarify the cost mentioned last month. Discussion ensued. The meeting minutes from last month indicate a \$1,000 estimate but that was for the entire project, not just light bulbs. Paul said Bill is still completing the final estimate of cost.

There is a problem with getting the front door to lock. Bill is working on correcting that issue.

The windows on the west side of the building aren't efficient. Bill Williams suggested a \$5,000 estimate for work on the brick area around the windows. If new windows are needed they would be \$1,500 to \$2,000 per window. Discussion ensued. Julie will talk to Bill about some secondary options. Maybe Dana's desk could be relocated away from the windows. Possibly a space heater could be purchased for Dana.

Café Report. Carolyn reported café numbers continue to improve. The total cost of running the café is under \$500 per month net. In large part, the sponsorships have really made an impact. Discussion ensued.

Finance. Carolyn noted the employee health insurance premium will go up 10%. The deductible went up and co-pay stayed the same. The committee consensus is for the library to continue paying 100% of the cost at this time. The new cost per month is \$2,040.

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

- The per capita grant money has not arrived
- We purchased a temporary license to serve beer and wine at the women's history month reception
- Insurance for art exhibition – we have a form that comprehensively covers us from liability. Artists are signing this form. Without the form, we can't display the art. Carolyn

noted the total value needs to be turned in to the insurance company before the show opens.

- The meeting room screen – a new motor came in and Quentin will install it.
- We are considering a raffle for the second plastic bench we earned for recycling plastic.

#### 10. Staff and Administration Reports

Lani asked if possibly the Facebook post reminders could appear one day earlier.

#### 11. Unfinished Business

#### 12. New Business

Budget Review. Jen noted the first column should say fiscal year '19 and second column '18. The committee used expenses incurred this fiscal year to set the budget as conservatively as possible. Discussion ensued.

Jen noted the transfer from reserves is anticipated to be \$57,890. That is the amount our expenses exceed our income. This year it was around \$43,000. The finance committee noted that if we keep taking this amount from our reserves, in about five years our reserves will be 0. Jen asked if a committee should be appointed to address this concern. Discussion ensued.

Tony is researching better options for investing the Kirkpatrick Endowment to increase revenue. Discussion ensued.

Board members should review this budget carefully as we will be voting on it next month.

The Gifts and Donations Recognition Policy should be reviewed. The bold text is what was added to our existing policy. We will vote on this policy next month.

#### 13. Items for Next Agenda

Second Reading of Gifts and Donations Recognition Policy

Budget Approval

First Reading of Security Camera Policy

#### 14. Announcements

Congratulations to Drew on his engagement.

**MOTION 18-005** Drew moved to adjourn the regular meeting. Lani seconded the motion, motion carried. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

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Marcie Jagers, Recording Secretary

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

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

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