

Princeton Public Library
 Regular Meeting of the Board of Trustees
 June 20, 2018 – Matson Meeting Room

1. President Carolyn Schafer convened the meeting at 7:02 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Tony Bonucci	
Jan English	X
Steve Esme	
Steve Keutzer	X
Drew Russell	
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 Steve Keutzer as a new board member.
4. Minutes of the May 16, 2018 regular meeting. No corrections needed, minutes accepted.
5. Treasurer’s Report for May 2018. Jen noted this is the first month of the new fiscal year.
6. **MOTION 18-018** Jan moved to approve payment of bills for May 31 in the amount of \$5,349.07 and June 15 in the amount of \$5,193.29, for a grand total of \$10,542.36.
 Jen seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Tony Bonucci			
Jan English	X		
Steve Esme			
Steve Keutzer	X		

Drew Russell			
Carolyn Schafer	X		
Lani Swinford	X		

7. President's Report.

- Carolyn reported the video cameras are installed in the library café and will be up and running soon. Julie is checking on pricing for two additional cameras; one in the children's area and one in the back of the stacks. Discussion ensued. Julie explained camera footage is on a website. We can view it, record it, or store it. We will put up signs to let people know recording is happening. Mike suggested having footage live on a monitor in full view of patrons. Discussion ensued.
- Carolyn suggested the board complete a self-evaluation.
- Julie will email the strategic plan soon. Please review the plan and be prepared to share feedback in July.
- Property insurance renewed without much change in premium.
- Carolyn will meet with Jill VanAcker to touch base with the Friends of the Library

8. Standing Committee Reports

Building & Grounds has not met. Carolyn asked Mike about his availability for meetings. He said nights and weekends are better for him. Carolyn will follow up with Mike.

Finance. Jen reported the committee met with Bureau County Clerk Kami Hieronymus to discuss levy and property taxes. We often get less than the budgeted amount. Kami explained that when the city does the levy in December, they estimate EAV as high as they can. In February, the accessor's office determines the final amount. We have budgeted \$325,754 from the levy and we learned from Kami that \$321,750 is more accurate. We compute FICA and IMRF numbers ourselves, so we usually receive all of that money.

Carolyn reported that Tony has continued to investigate the best options for investing. The Kirkpatrick money will be invested with Vanguard. We may also move some renewing CDs into that account. Discussion ensued.

A long-range financial plan for the next 3 years is needed.

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

- Distributed an updated list of board members with contact information.
- We had a roof leak caused by the HVAC system. ESCO was here and determined there was a blockage in a line causing the drip pan to overflow. Discussion ensued. Julie noted we should move forward with replacement of one unit and fixing the ducts. ESCO said the lines should be checked monthly. Bill Williams has agreed to check periodically on this issue.
- The Finance Committee agreed to hire one part-time person. The positions will be under 20 hours per week, but at least 15-17 hours.
- Julie attended a program on homelessness in Orland Park that was very interesting.

- We received \$100 from Modern Woodman Fraternal Financial for Julie’s volunteer service work.
- Julie has been elected vice president of Prairie Cat and will serve as president next year.
- The Friends of the Library group would like to donate toward specific items the library needs rather than the general fund. Discussion ensued. Mike suggests a prominent display showing patrons what Friends provides for the library each year.
- Josh Schnaiter is working with Linda Gustafson on a plan for Roger’s memorial butterfly garden. Timber Falls removed the tree that was overgrown by the front door. Discussion ensued.

10. Staff and Administration Reports

Carolyn asked if we are acknowledging donations. Marcie sends a letter from the board and Ron posts the list of donors on the kiosk in the library and online.

Carolyn asked Julie to express the board’s thanks to Margaret for the activity bags prepared for the hospital. Discussion ensued.

Lani enjoyed the U of I Extension presentation on composting.

11. Unfinished Business

Foundation. The Finance Committee has decided to table this issue indefinitely.

12. New Business

Director Review. Carolyn thanked everyone that returned the director evaluation form.

13. Items for Next Agenda

14. Announcements

We have no meeting in August.

There is a Festival 56 program tomorrow night.

Per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 18-019** Mike moved to adjourn the regular meeting to executive session. Jan seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Tony Bonucci			
Jan English	X		
Steve Esme			
Steve Keutzer	X		

Drew Russell			
Carolyn Schafer	X		
Lani Swinford	X		

Julie and Jerry left the meeting at this time. The meeting was adjourned to executive session at 7:41 p.m.

MOTION 18-021 Mike moved to adjourn the regular meeting. Jen seconded the motion, motion carried. The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

 Marcie Jagers, Recording Secretary

_____ Minutes approved as read.
 _____ Minutes approved as amended.

_____ Carolyn Schafer, President