

Princeton Public Library
 Regular Meeting of the Board of Trustees
 September 19, 2018 – Matson Meeting Room

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

	Present
Jennifer Alter	X
Mike Bettasso	
Tony Bonucci	
Jan English	X
Steve Esme	X
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.

4. Minutes of the July 18, 2018 regular meeting. No corrections needed, minutes accepted.

Drew Russell arrived at the meeting at this time.

5. Treasurer’s Report for July and August 2018.

Jen noted we are 34% through the fiscal year and we’ve used 32.2% of budgeted expenses.

Cash is down \$36,000 from a year ago with expenses comparable to last year and in line with the budget. Discussion ensued.

6. **MOTION 18-024** Jan moved to approve payment of bills for July 31 for \$10,429.08, August 15th for \$6,462.55, August 31st for \$8,637.67, and September 15th for \$4,007.22, for a grand total of \$29,536.52. Drew seconded the motion, roll call vote:

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

7. President's Report.

Carolyn noted the summer reading program statistics were just phenomenal. Laurie Anderson broke her arm at work. Discussion ensued. Julie noted she may back at work next week.

Carolyn reported the receipt of a gift in the amount of \$100,000 from Dr. Harold and Jeanne Hutchinson to be used for HVAC replacement and roof repair projects. The board is very pleased and thankful for this generous donation. Discussion ensued. Jan will discuss possible naming rights with the Hutchinsons in recognition of this donation.

8. Standing Committee Reports

Building and Grounds. Julie and Jan met today with Linda Gustafson and Josh Schnaiter (Prairie Nursery) regarding the design for the garden in memory of Roger Gustafson. Jan distributed a copy of the plan they presented. Discussion ensued. Building & Grounds will meet with Jane Morris to review how this proposed design fits with the overall library landscaping. They will also ask Jane for an estimate on future maintenance of this new area.

9. Director's Report. Julie reviewed her report. In accordance with the Per Capita Grant requirements, she distributed chapters from the Trustee Fact Files for board members to review before the next meeting.

10. Staff and Administration Reports

11. Unfinished Business

Strategic Plan. Carolyn noted she will be meeting with Julie, Jen (representing finance committee), and Jan (representing building & grounds), to develop a short-

term plan in lieu of the expense of a new strategic plan. This would provide a starting point for the next few years.

12. New Business

Our November meeting is rescheduled to November 14th due to the Thanksgiving holiday.

Public Bidding Process for new HVAC project. Julie received a referral from another library for an architect who will be creating the extensive bid package and the newspaper announcements to request bids. The library will serve as the pick-up point for the bid packets. Discussion ensued.

13. Items for Next Agenda

14. Announcements

An author fair and a paper shredding event are happening this weekend. The city's electronics recycling event will take place in the Perry Plaza parking lot on October 20th.

MOTION 18-025 Drew moved to adjourn the regular meeting. Steve seconded the motion, motion carried. The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President