

Princeton Public Library
 Regular Meeting of the Board of Trustees
 October 17, 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	
Steve Keutzer	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 September 19, 2018 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for September 2018.

Jen noted we are 42% through the fiscal year and we have used 40% of our budget. Jen pointed out the addition of “restricted” and “unrestricted” to some line items. Discussion ensued.

Carolyn suggested the need for a new asset account for the building and grounds levy funds. Jen will take care of this. It was also agreed that the interest earned on the Kirkpatrick Fund should be moved into the general checking account quarterly.

6. **MOTION 18-026** Jan moved to approve payment of bills for September 30 in the amount of \$9,283.82 and October 15 in the amount of \$7,071.08, for a grand total of \$16,354.90. Drew seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso			

Tony Bonucci			
Jan English	X		
Steve Esme			
Steve Keutzer	X		
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

7. President's Report.

Reminder that Julie sent out an email with links for the webinar board members need to watch before next month's meeting.

We have received the donation from the Hutchinson family. Jan will let us know the family's decision on naming rights. Carolyn noted the board will send a personal thank you.

Carolyn met with Jill VanAcker to touch base with the Friends of the Library. Discussion ensued. The Friends are celebrating their 10-year anniversary. Carolyn is hoping to work with Goldie Rapp on a BCR article about Friends and their contributions to the library over the past 10 years. The board is very thankful for their generous support.

A reminder to review the Trustee Facts File information, Chapters 6-10, for the per capita grant requirement.

8. Standing Committee Reports

Building & Grounds. Steve, Jan and Julie met with Jane Morris to review the proposal for the Roger Gustafson Memorial Garden. Jane is working on a few additional ideas for this design.

Personnel. Will be getting a meeting together after the first of the year to review the employee handbook.

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

- A lot of great continuing education sessions at recent conferences
- Be sure to vote for the library scarecrow
- We are going to get rid of some old electronics at the electronic recycling event.
- Great American Read is coming to an end October 23rd – we will be showing some more of the films that are associated with these books.
- November Café sponsor is Freebird Blue
- We received a free billboard advertisement

10. Staff and Administration Reports

Carolyn noted the WWII program yesterday afternoon was very good. She noted the great job Laurie is doing with programming.

11. Unfinished Business –

Strategic Plan: Julie, Jen and Carolyn will meet to review the plan.

Public Bidding for HVAC Project: Julie noted the contract from Kmetz Architects for the entire bidding progress to completion would be \$13,500. Discussion ensued. We have another firm from Chillicothe that will review our project and provide a bid.

Julie thinks the next improvement project will be various carpet replacements.

Julie would also like to consider self-checkout machines at a cost of about \$2,500. Discussion ensued.

Julie reported an upgrade at our scan station will allow users to improve scans of old photos.

12. New Business

The 2019 library holiday closings list and the 2019 regular library board meetings list were distributed.

2019 Building & Maintenance Levy. We have a meeting with Rachel Skaggs on October 29th to touch base about this levy.

13. Items for Next Agenda

Get any items for the agenda to Julie.

14. Announcements

Julie distributed a page from Prairie Cat detailing our “return on investment”.

Per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 18-027** Drew moved to adjourn the regular meeting to executive session. Lani seconded the motion, roll call vote:

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

Following the executive session:

MOTION 18-029 Drew moved to adjourn the regular meeting. Jen seconded the motion, motion carried. The meeting was adjourned at 7:56 p.m.

Respectfully submitted,
Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President