

Princeton Public Library
 Regular Meeting of the Board of Trustees
 November 14, 2018 – Staff Kitchen

1. President Carolyn Schafer convened the meeting at 7:03 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	
Tony Bonucci	X
Jan English	X
Steve Esme	X
Steve Keutzer	
Drew Russell	
Carolyn Schafer	X
Lani Swinford	

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 October 17, 2018 regular meeting. No corrections needed, minutes accepted. Minutes of the October 17, 2018 executive session meeting were distributed and reviewed. No corrections needed, minutes accepted.

5. Treasurer’s Report for October 2018

Jen noted we are half-way through the fiscal year and we have spent 47% of the budget. We have received all property taxes, FICA, IMRF, and levy funds. Discussion ensued on investment interest rates.

6. **MOTION 18-030** Jan moved to approve payment of bills for October 31 for \$9,684.01 and November 15 for \$5,517 for a grand total of \$15,201.01. Note: Julie will email these bills to board members. Steve seconded the motion, roll call vote:

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

Steve Keutzer			
Drew Russell			
Carolyn Schafer	X		
Lani Swinford			

7. President's Report.

Carolyn reported the naming rights that Dr. & Mrs. Hutchinson have decided on: Hutchinson Youth Resource Center. Carolyn sent a thank-you note on behalf of the board to the Hutchinsons. Julie noted that we are also going to change the sign above the reference section to something more inviting. Carolyn encouraged the board to review the link she emailed from BuzzFeed about libraries.

8. Standing Committee Reports

Building & Grounds. Jan reported the second bid from the Chillicothe architectural firm was never received. They did come to the library to review the HVAC systems but did not follow up with a bid. Discussion ensued. The committee is recommending that we proceed with the quote from Kmetz Architects.

MOTION 18-031 Jan moved that we contract with Kmetz Architects for the HVAC bidding process at the fixed fee of \$13,500. Discussion ensued. Steve seconded the motion, roll call vote:

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

Jan noted the Friends of the Library is willing to donate funds to upgrade the flooring in the public computer areas. Julie will contact Granville Carpet to get some samples and a quote.

Julie noted Zieglers are going to clean the rug in the meeting room and they are donating the service. The board members expressed their thanks to Dan Ziegler.

Julie reported there could be a problem with the HVAC duct work insulation. She will ask Bill Williams to investigate this issue.

Finance. They met with Rachel to discuss the levy. The 2018 EAV is \$137,380,423.

MOTION 18-032 Steve moved to levy for building maintenance that will generate \$20,000. Jan seconded the motion, motion passed. Carolyn noted it is our intent to levy for this every year. Jen will also get the FICA and IMRF numbers to Rachel.

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

- Dana has been sick for a week and half. She's back to work now. Laurie continues to improve although, at this point, she still can't drive.
- Bill is waiting on better weather to work on outdoor lights.
- The flagpole is broken. It won't go up or down.
- Carolyn suggested putting together a sign acknowledging the donations from the Friends of the Library that can be moved to different locations in the library.
- Julie noted her thank you letter was in the newspaper acknowledging the Friends.
- Julie noted when we replace the carpeting in the public computer use areas, we might want to consider new chairs that are more gentle on the flooring.
- Carolyn ask if the backs of meeting room chairs could be dusted.

10. Staff and Administration Reports

Carolyn noted the Chicago Tribune just had a front-page article interviewing author Rick Byer. Rick presented his program on The Ghost Army here at our library on October 16th. The board shared thanks to the staff for all the great programming going on.

11. Unfinished Business

Strategic Plan. Carolyn, Jen, and Julie met with preliminary discussion and plan to get together again after the first of the year.

HVAC Project. Public bidding will go forward now with the approval of the architects.

MOTION 18-033. Tony moved to approve the 2019 library holidays and board meeting dates as presented last month. Jen seconded, motion passed.

MOTION 18-034. Steve moved to approve the 2019 holiday staff bonuses as discussed last month in executive session for a total of \$4,550, to thank our employees for the fantastic job that they do. Jan seconded, roll call vote:

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

Drew Russell			
Carolyn Schafer	X		
Lani Swinford			

12. New Business

Per capita grant webinar requirements. Discussion ensued regarding the various webinars watched by board members relating to patrons with special needs. Julie shared a handout about treating everyone with respect and discussed the use of sensory kits to help patrons with anxiety.

Trustee Fact Files. Jan suggested a policy meeting to review that we are still covered is probably a good idea.

13. Items for Next Agenda

No December meeting

Let Julie know of any agenda items for January

Update on HVAC bidding process

14. Announcements

Julie asked board members stop by her office tonight, so she could snap a photo for the Know Your Board Members display.

MOTION 18-035 Steve moved to adjourn the regular meeting. Jan 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

