

Princeton Public Library
 Regular Meeting of the Board of Trustees
 January 16, 2019 – Matson Meeting Room

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

	Present
Jennifer Alter	
Mike Bettasso	X
Tony Bonucci	
Jan English	X
Steve Esme	X
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, Staff Members: Cheryl Bebej, Margaret Martinkus

2. Agenda Adoption. No changes.

3. Public Participation. Margaret Martinkus shared her perspective on where the library has come from to today and encouraged the board to give thoughtful consideration on acknowledging gifts and donations.

4. Minutes of the November 14, 2018 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for November and December 2018.

We are 58% through the fiscal year and we are in that area for most expenditures.

6. **MOTION 19-001** Steve E. moved to approve payment of bills for November 30 at \$10,904.71, December 15 at \$5,412.13, December 31 at \$6,393.26, and January 15 at \$9,127.71 for a grand total of \$31,837.81. Jan seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter			
Mike Bettasso	X		
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 passed around a thank you note to be signed for Dan Ziegler for cleaning the meeting room carpet at no charge. She noted the plan for MTM to reconfigure the capital donor wall to gain some space to recognize large donors. There will be a café report next month after the end of the quarter. Julie will email the Finance Committee to schedule a meeting to discuss renewal rates for employee group insurance.

Carolyn and Julie went to the city council meeting regarding the library levy. There were no questions, so we don't have to attend the next meeting. Our levy will amount to around \$20,000 to be received next summer. The last levee for this building will be in 2024. The last payment is due in 2025.

8. Standing Committee Reports

Building & Grounds. Kmetz Architects will be presenting the HVAC bidding package soon.

Lani noted the very loud noise created by the HVAC system in the back area of the library has improved.

Jan noted receipt of funds from the Friends of the Library that has been earmarked for new flooring under the public computers. The committee will be looking at tile samples.

Thanks to the City of Princeton for repairs to the very large pothole near our book drop on the west side and fixing our stop sign that had been knocked over.

Ron McCutchan joined the meeting at this time.

Julie noted that Bill Williams cleaned all the intake and outtake vents. He will also repair insulation issues in the duct work above the meeting room. Dana's work area has been moved to the other side of the room due to drafty windows.

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

- The copier lease will be up in March. The Buildings & Grounds Committee will need to do some research and comparisons. Discussion ensued.
- Margaret is working with Dave Cook on a spring photo exhibition.
- Julie distributed a report with attendance statistics and café statistics.

10. Staff and Administration Reports

Margaret shared how café staff member Allison went above and beyond to assist a library patron last Saturday with a car problem.

Cheryl mentioned the increasing role the library plays as a meeting place for parents with children in foster care or for visitation. Discussion ensued. Margaret noted it seems like we are constantly redefining the space as patron needs arise. We have a very versatile and flexible space.

Ron agreed with Cheryl's comment on the increase in attendance for story time in the children's area. Discussion ensued.

Board members commented that it was nice to hear from staff at a meeting and have the opportunity to personally extend thanks to them and the entire staff for all their hard work.

Carolyn asked Julie to thank Laurie for her informative and engaging introductions before programming events. Thanks to Julie, as well, for her leadership.

11. Unfinished Business

12. New Business

Interior Signage. Building & Grounds recommends: Hutchinson Youth Resources as the new signage. Discussion ensued.

Carolyn noted we are also getting an estimate on additional signage for the café and the public computer area.

13. Items for Next Agenda

HVAC bidding package

Possibly a tentative budget for review

If you have anything else to add, email Julie.

14. Announcements

Correspondence was shared and passed around for board members to review.

Julie noted the need to consider updating some computers that are slow and falling apart. Quentin is borrowing parts from old computers to make repairs. Quentin estimated a cost of around \$350 each for eight adult computers. Discussion ensued. Carolyn suggested Julie put a recommendation together for computer upgrades.

MOTION 19-002 Mike moved to adjourn the regular meeting. Steve 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