

Princeton Public Library
 Regular Meeting of the Board of Trustees
 February 20, 2019 – Matson Meeting Room

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	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 January 16, 2019 regular meeting. No corrections needed, minutes accepted.

5. Treasurer’s Report for January 2019.

Jen noted we are 75% thru the fiscal year and total expenses are at 73.9%. Discussion ensued.

6. **MOTION 19-003** Steve E. moved to approve payment of bills for January 31st at \$10,105.79 and for February 15th at \$3,838.16, for a grand total of \$13,943.95. Jan 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	X		

Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

7. President's Report.

We have received \$6,500 in donations from the Friends of the Library this fiscal year. That number is usually around \$10,000. Discussion ensued. Carolyn noted there is a Friends of the Library membership tea on February 27th from 3-6 pm in the Matson Meeting Room.

8. Standing Committee Reports

Building & Grounds. HVAC project. Jan noted 3 bids were received for the project. The committee reviewed the bids with Kmetz Architects. Kmetz confirmed that the lowest bid, from John's Service & Sales of Oglesby, is complete and includes Trane units. Discussion ensued.

MOTION 19-004 Steve K. moved to accept the recommendation of Kmetz Architects to select John's Service & Sales bid of \$99,698 for the HVAC project. Carolyn asked who is responsible if it is discovered later that something was left out of their bid? Julie stated that Kmetz Architects would be responsible. Discussion ensued. Drew 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	X		
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

Carolyn, once again, wanted to state how grateful the board is to Dr. and Mrs. Hutchinson for their contribution enabling us to do this work.

Signage Lettering. Jan reported they are seeking information from additional companies.

Copy Machine. Quotes have been received from RK Dixon and Marco. Discussion ensued. This issue is tabled for further review.

Flooring for patron computer area. A bid was received from Wyanet Carpet for \$1,075.42 for luxury commercial grade vinyl. **MOTION 19-005** The Building & Grounds Committee recommends accepting this bid. Lani second, roll call vote:

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

Julie noted we are working with MTM on a plan to rearrange the original donation plaques.

Personnel. The new minimum wage law will affect our payroll budget. The Illinois minimum wage will increase to \$9.25 on January 1, 2020, then \$10 on July 1, 2020, then subsequent \$1 increases each January 1 through 2025. Discussion ensued.

Health Insurance. Our current Blue Cross Blue Shield plan expires April 1 and isn't available for renewal. The recommended replacement plan increases the price from \$1,859 to \$2,040 per month. The library will continue to cover this cost for another year for the 3 employees that are covered. It's possible that next year employees will be asked to contribute.

Finance. Julie distributed a copy of the proposed budget. Board members should review the proposed budget and direct any questions to Jen or Julie. We need to approve the budget at next month's meeting.

Carolyn distributed and reviewed a report of the finances for the first 3 quarters of the library café. The sales are great. It's important to get sponsorships for the café. Discussion ensued. Julie will update the sponsor packets.

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

- Distributed the Conflict of Interest forms to be completed by board members. Please complete and drop off at the court house or to Julie.

10. Staff and Administration Reports

Jan encouraged attendance at the Illinois Humanities Council program coming here on March 12th at 6:30 p.m. on the good roads movement and women's suffrage.

11. Unfinished Business

12. New Business

13. Items for Next Agenda
Copy Machine, Lettering

14. Announcements

MOTION 19-006 Jan moved to adjourn the regular meeting. Tony 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