

Princeton Public Library
 Regular Meeting of the Board of Trustees
 May 15, 2019 – Matson Meeting Room

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

	Present
Jennifer Alter	
Mike Bettasso	
Tony Bonucci	X
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. Carolyn amended the agenda to add Executive Session for Legal Purposes following New Business.

3. Public Participation.

4. Minutes of the April 17, 2019 regular meeting. No corrections needed, minutes accepted. Will review the executive session minutes next month.

5. Treasurer’s Report for April 2019.

Carolyn reviewed the report noting this is for the entire fiscal year. She noted we are ahead of budgeted figures for the fiscal year in income once you adjust for the atypical items. A simplistic look at the cafe receipts show we budgeted for \$37,000 and the actual receipts were over \$54,000. It was important to have the levy funds for building maintenance projects. If anyone has specific questions with particular line items, we can print out the detail and review.

6. **MOTION 19-016** Lani moved to approve payment of bills for April 30th in the amount of \$14,449.46 and for May 15th in the amount of \$6,651.72, for a grand total of \$21,101.18. Jan seconded the motion, roll call vote:

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

7. President's Report.

Carolyn will be meeting with Friends of the Library (FOL) President Jill Van Acker next week. FOL members are a critical component to the success of the library with their volunteer hours cleaning books, stacking, book sales and more. They do a wonderful job. Last year we budgeted for a \$10,000 donation from FOL and we received \$6,500. FOL has recently advised that their donations will be for special projects only and not to supplement the budget. Discussion ensued.

8. Standing Committee Reports

Building and Grounds.

- The crane was here today for the HVAC project. Julie shared news from the architect, Mike Kmetz, that there was a gap in the ductwork connection of the old HVAC units that they corrected when installing the new units. Hopefully we will see the results in improved utility bills.
- Jan reported no progress was made with RK Dixon and the copier lease situation. They brought back the original copier and we are locked in until February 2020.
- Jan noted the wet weather has delayed progress on the Gustafson memorial garden. She remains in contact with Josh Schnaiter.
- Looking at some new chairs for the public computer use area.
- A quote for lawn weed control was received from Taylor's Way. Jan will follow up with Taylors about the price. It's possible we could treat this limited area ourselves.

Café Report. Carolyn shared statistics for the café for the past fiscal year. Monthly café sponsorships continue to be important. Sales were up almost \$9,000 for the fiscal year. The café staff is to be congratulated for their hard work.

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

- Julie will be gone on June 19th. The June board meeting will be rescheduled to June 26th. Jan asked if the board meeting packet could be distributed early. Julie will attempt to have them out by the Friday before the meeting.
- Next month we will meet in the staff kitchen.

- The staff in-service day went well. People from 3 different libraries attended. It was nice to have that networking. RAILS paid for the speaker.
- Looking for a July Café sponsor. Updated sponsorship packets are available to email.
- Quilts of valor held here last night. They gave out 12 quilts.
- Julie distributed the park district booklet that includes our library advertisement.
- The annual audit is underway.
- We have new bumper stickers.

10. Staff and Administration Reports

Carolyn pointed out the interesting statistics that Dana provides in the report. For example: out of the 160 libraries reported, we are 20th in reciprocal borrowing checkouts. Discussion ensued.

11. Unfinished Business

12. New Business.

Carolyn and Jan will renew their terms on the board.

Carolyn read a letter of resignation from Steve Esme. Jan will drop him a note as board secretary. Please be thinking of someone to come on as a new board member.

Per ILCS 120/2:(c)(11), Board President Schafer called an executive session to discuss legal issues relating to the library. **MOTION 19-017** Drew moved to adjourn the regular meeting to executive session. Tony seconded the motion, roll call vote:

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

Jerry left the meeting at this time.

Following Executive Session:

13. Items for Next Agenda. Let Julie know if you need something added.

14. Announcements

MOTION 19-019 Drew moved to adjourn the regular meeting. Tony seconded the motion, motion carried. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President