

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 June 26, 2019 – Library Staff Kitchen

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

	<b>Present</b>
Jennifer Alter	
Mike Bettasso	
Tony Bonucci	X
Jan English	X
Paul Ernst	X
Steve Keutzer	X
Drew Russell	X
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 May 15, 2019 regular meeting. No corrections needed; minutes accepted.  
 Executive session minutes for April 17, 2019 and May 15, 2019 were also reviewed and accepted.

5. Treasurer’s Report for May 2019.  
 If you have any questions, please email Jen.

6. **MOTION 19-016** Tony moved to approve payment of bills for May 31<sup>st</sup> in the amount of \$9,337.25 and for June 15<sup>th</sup> in the amount of \$3,836.20, for a grand total of \$13,173.45. Jan seconded the motion, roll call vote:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
Jennifer Alter			
Mike Bettasso			
Tony Bonucci	X		

Jan English	X		
Paul Ernst	X		
Steve Keutzer	X		
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford			

### 7. President's Report.

Carolyn welcomed Paul Ernst back to the library board. Carolyn noted Mike has been helping his mom with health issues. He plans to be back next month. Carolyn reviewed committee assignments. Drew noted a correction in his mailing address.

Carolyn had to reschedule the meeting with Jill to connect with Friends of the Library. Jan noted Karen Towns was recognized as volunteer of the year for Friends of the Library. She will send congratulations from the board. Also, we will send condolences to Beth Bickerman (Friends Board Member) at the death of her husband.

### 8. Standing Committee Reports

**Finance.** Carolyn noted property and liability insurance costs increased by 1.3%. The commercial insurance representative has requested a meeting to review the policy.

#### Building & Grounds.

- Jan is trying to get an update on the Gustafson memorial garden from Josh Schnaiter.
- HVAC project. Johns Sales & Service has been following up and fine-tuning settings. Mike Kmetz will be stopping by to review the punch list.
- Jan is trying to secure a painter for touch ups needed in the children's area before new signage is installed.
- Currently seeking someone to wash the library windows on the east side of the building. Discussion ensued.
- We are working with SBM from Sterling, the company that provides chairs at City Hall, to test drive new patron computer chairs. We need 8 chairs: 6 with arms and two without. Once we have the pricing, we plan to see if the FOL would be interested in paying for this specific need.
- Copy machine. SBM also deals in copy machines. It's possible they could buy out the Wells Fargo lease on the current copier resulting in a significant reduction in our monthly copier expenses. Discussion ensued.

**MOTION 19-017** Drew moved to give the Building & Grounds Committee the authority to move forward with a copy machine change through SBM if a buyout offer is acceptable. Steve seconded the motion, motion passed.

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

- The staff has been great in pulling together their specific areas of information for the IPLAR.
- Wayne Smith's daughter gave a substantial memorial. We are considering two benches for the memorial garden area and upgrades to some computers.
- Looking for July café sponsorship
- Julie will send a link to her interview on WNIJ about National Forgiveness Day.
- Julie will pick up the donation from the Rotary Club at the next meeting.
- Pam Schabow's mother died.

10. Staff and Administration Reports

11. Unfinished Business

Carolyn shared a handout depicting a possible new design for recognizing large donors. This approach would leave the current donor area intact. Discussion ensued.

**MOTION 19-018** Jan moved to approve the idea of clear acrylic panels on a dark background to recognize significant donations. Steve seconded the motion, motion passed.

12. New Business.

Carolyn distributed the annual library director's evaluation form. Board members are to complete and return this form to Carolyn.

Carolyn stated the current slate of officers for reappointment:

Carolyn Schafer, President

Tony Bonucci, Vice President

Jan English, Secretary

Jen Alter, Treasurer

**MOTION 19-019** Paul moved to reappoint the slate of officers as presented. Drew seconded the motion, motion passed.

13. Items for Next Agenda

Let Julie know if you need something added.

14. Announcements

**MOTION 19-020** Drew moved to adjourn the regular meeting. Steve seconded the motion, motion carried. The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

---

Marcie Jagers, Recording Secretary

\_\_\_\_\_ Minutes approved as read.

\_\_\_\_\_ Minutes approved as amended.

\_\_\_\_\_ Carolyn Schafer, President