

Princeton Public Library
 Regular Meeting of the Board of Trustees
 September 18, 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
Paul Ernst	X
Steve Keutzer	X
Drew Russell	
Carolyn Schafer	X
Lani Swinford	

Also in attendance: Library Director Julie Wayland, Recording Secretary Marcie Jagers, Council Member Jerry Neumann, Friends of the Library member Karen Towns

2. Agenda Adoption. No changes

3. Public Participation.

4. Minutes of the July 17, 2019 regular meeting. No corrections needed, minutes accepted. July executive session minutes will be reviewed next month.

5. Treasurer’s Report for August 2019. Jen inquired if the hvac system payments are complete. Julie noted there could be an additional \$3,000 depending on the ductwork. Discussion ensued. Jen noted, excluding the hvac expenses, we are at 32.9% of budget which is on target for 1/3 of the fiscal year.

6. **MOTION 19-025** Paul moved to approve payment of bills for July 31st in the amount of \$7,955.62, August 15th in the amount of \$8,413.47, August 31st in the amount of \$9,383.42, and September 15th in the amount of \$5,075.67 for a grand total of \$30,828.18. Jan seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso			
Tony Bonucci	X		

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

Julie noted the cooling expenses are down \$1,082 compared to last year in July and August.

7. President's Report.

- Carolyn will report the first quarter café numbers next month.
- The new signage above the children's area is up and looks very good.
- Julie and Carolyn have been reviewing the executive session minutes as required. The executive session minutes will now be kept separately in a folder in a locked cabinet. They've reviewed 3 years and so far, they can release all of those.
- We have requested EAV numbers from Rachel to prepare the levy.
- Next week there will be a formal receipt of the Georgia Fay bequest.
- Talked to Andy Austin about the new donor wall. He is doing a bit more research. Discussion ensued.
- Jill VanAcker invited Carolyn to attend the August Friends of the Library meeting to discuss some of the issues the two of them have been discussing. The Friends have changed their bylaws back to include a library board member at the table for their board meetings. Lani will be attending these meetings and Karen will be representing the Friends at our meetings. They discussed the concept of the fiscal year and they will now also operate on the same fiscal year schedule. We received a check for \$10,500 this month from the Friends for this fiscal year. Julie will stay in contact with Jill regarding what we are purchasing with their funds. The Friends want to have final say over what their donation is spent on. Discussion ensued. Carolyn explained to Friends the need to manage our tax dollars, fiduciary responsibilities and that general operating takes precedence over special projects. They also talked about the balance Friends' carry in their account. Friends' indicated they would provide funds for budget line items like Adult Collections. Carolyn noted it was a good meeting and she appreciates that opportunity.

8. Standing Committee Reports

Finance did not meet. They will be meeting soon to review the levy.

Policy did not meet.

Personnel did not meet. Julie asked if we need to review our smoking policy to reflect marijuana use. Jerry noted state law prohibits public smoking of marijuana.

Building & Grounds.

- Jan reported the Gustafson memorial garden made a little progress with the markings laid out.
- Jane discovered a leak in the waterfall. David Hornbaker has fixed this issue and donated his services.
- The new copier is in place. Julie noted it is user friendly.
- Chairs for the public computer area are on order.
- Bill Williams is moving forward with outdoor lighting work in the front of the building.
- Windows did get washed.
- The grass out front looks a lot better with Taylor's treatment.
- Carolyn asked about the wildflower memorial planting. Jan noted that will happen next spring.
- Julie noted Mike Kmetz and others will be here Tuesday to discuss the hvac punch list. Steve and Jan will try to attend.

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

- The two tables purchased for the meeting room will be paid for with money from the Marguerite Klett memorials. There will also be enough money for a bench in the garden area. We will use Wayne Smith's memorial money for another bench.
- Good ideas and discussion from the staff evaluations. Some staff ask for consideration of closing at 8. This issue is complicated by our 6:30 p.m. programming. Discussion ensued. Staff continues to gather attendance statistics for review.
- We have a new café staff member, Nancy Huong.
- Julie distributed per capita grant homework for the next meeting.
- We are planning to send out a community survey. Julie distributed the survey for feedback. We will send it out in January to avoid the holidays.
- Julie attended a couple education sessions on the upcoming census. Julie has been asked to chair the local Complete Count Committee. Discussion ensued.

10. Staff and Administration Reports

The board thanks the staff for a great summer.

11. Unfinished Business

Trustee Fact Files Review. Carolyn noted some information regarding grant opportunities and foundations. She also discussed the Fund for Illinois Libraries. Discussion ensued. Carolyn also noted the section indicating that library board members share responsibility for fundraising. Julie recently learned that if the library director watches a webinar and discusses it with the board, that meets the requirement.

The staff would like to offer holiday gift wrapping as a fundraising.

12. New Business.

Review Survey. Julie distributed this information earlier in the meeting. Board members should be prepared to discuss this next month.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

Jerry shared some updates from the city council.

15. Executive Session

Per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 19-026** Jen moved to adjourn the regular meeting to executive session. Tony seconded the motion, roll call vote:

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

MOTION 19-028 Tony moved to adjourn the regular meeting. Jen seconded the motion, motion carried. The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President

