

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

1. President Carolyn Schafer convened the meeting at 7:00 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Tony Bonucci	
Jan English	X
Paul Ernst	X
Steve Keutzer	
Drew Russell	X
Carolyn Schafer	X
Lani Swinford	X

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

2. Agenda Adoption. No changes

3. Public Participation.

4. Minutes of the September 18, 2019 regular meeting. Approved no changes

Carolyn distributed a copy of the July 17, 2019 and September 18, 2019 executive sessions minutes. Board members reviewed. No corrections needed, minutes accepted.

5. Treasurer’s Report for September 2019. Jen reviewed the report. We are 41% into the year and our expenditures are about the same once you remove the HVAC items. Discussion ensued.

6. **MOTION 19-029** Drew moved to approve payment of bills for September 30th in the amount of \$8,352.38 and October 15th in the amount of \$16,571.63 for a grand total of \$24,924.01. Mike seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		

Mike Bettasso	X		
Tony Bonucci			
Jan English	X		
Paul Ernst	X		
Steve Keutzer			
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

7. President's Report.

Carolyn reported that research is underway to compile a list of donations received that are larger than \$25,000.

8. Standing Committee Reports

Personnel. Will meet next week to discuss the upcoming minimum wage increases.

Building & Grounds.

- Jan reported on the progress of the Roger Gustafson Memorial Garden out front. A press release will be coming out soon as a public thank you to Linda Gustafson.
- The new patron computer chairs have arrived and are well received. Jan sent a thank you to Friends for this purchase.
- Jan and Steve did a walk around with Mike Kmetz to review the HVAC system installation. There is a unit that is not putting the condensation in the tray that caused a leak in the stacks. They are going to get a representative from Trane and the installer here to figure this out. Also still working on the thermostat setting in the café that regulates both the café and the meeting room.
- Carolyn noted she's been very impressed with Mike Kmetz and his follow through.
- We have had two new LED flood lights put out front and we've had a lot of light work done inside the building.
- Julie – SBM is coming tomorrow to answer staff questions about the copy machine.
- Julie noted the front door is causing issues. Bill has a call in to Advanced Doors. Also, rust and the building settling are causing problems with the back door.
- We also had a \$900 unexpected bill with Company One due to strobe lights on the emergency lights malfunctioning.
- Mike reported that our BPart neighbors really appreciated getting the library trees trimmed.

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

- Provided an update on the mobile library app. The more libraries that join, the price will decrease. It could range from \$399 to \$699 per year. Discussion ensued.
- OpenGov platform provides transparency to the public of our statistics. \$3,700 per year. Discussion ensued. Julie recommended viewing it on the website of Fox River Valley Library.

- Ron, Dana, Lisa Sheilds, and Julie attended the PUG training day. Dana presented and did a great job.
- Julie has reviewed the strategic plan. She feels like we are really doing a pretty good job for a lot of the goals. Maybe an uptick in marketing this next year would be a good idea. She's hoping to have a draft of a marketing plan available for review at the next meeting.
- Burbio Community Calendar – provides one central community calendar for the city, schools, chamber, etc.... There is no fee involved. Discussion ensued. Julie will find out if the webinar she watched is archived.
- Currently working on updating staff job descriptions
- She noted the costume pet parade will take place around the pollinator garden on October 30th from 6-7 pm.
- The Friends are preparing for national Friends of the Library week. Julie has a wish list the library has started and an update for Jill as to where the money they've given has been spent so far this year.

10. Staff and Administration Reports

It was agreed that Dana is our own OpenGov because she does a great job with all the stats of what's going on here and how we compare with other libraries in our system.

11. Unfinished Business

Review Community Survey. This was handed out last month for review. If you see anything to add or correct, please let Julie know. The staff is reviewing it as well. Discussion ensued.

Standards Chapter 3.

Carolyn noted the topic for review in this Chapter was personnel. Jen noted the standards and ranges for budget for personnel is 60% for salaries and then 70% including fringe benefits. We are at 66% including fringe benefits. Discussion ensued.

12. New Business.

2020 Holidays and Board Meeting dates should be reviewed. If you see any corrections, please let Julie know. A vote will be taken next month.

2019 Building and Maintenance Levy. We have been waiting for the EAV numbers to arrive. Jen distributed the levy request and reviewed the numbers. Jan noted a date correction at the top of the page.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

Karen noted some members of Friends were interviewed by the BCR regarding Friends Week. The next book sale is coming up November 7-9.

15. Executive Session

At 7:46 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 19-030** Drew moved to adjourn the regular meeting to executive session. Mike seconded the motion, roll call vote:

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

MOTION 19-032 Following executive session, Drew moved to adjourn the regular meeting. Mike seconded the motion, motion carried. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

 Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President