

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

1. President Carolyn Schafer convened the meeting at 7:06 p.m. Roll call attendance:

	Present
Jennifer Alter	
Mike Bettasso	X
Tony Bonucci	X
Jan English	X
Paul Ernst	X
Steve Keutzer	X
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 member Karen Towns

2. Agenda Adoption. No changes

3. Public Participation

4. Minutes of the November 20, 2019 regular meeting. Approved no changes.

5. Treasurer’s Report for November and December 2019. Julie passed out a hard copy of the financial reports that were emailed earlier. Carolyn noted we are on par with budget thru the fiscal year. Discussion ensued. If you have any questions, please email Jen.

6. **MOTION 20-001** Jan moved to approve payment of bills for November 30 in the amount of \$4,298.94, December 15 in the amount of \$4,358.02, December 31 in the amount of \$10,841.46, January 15 in the amount of \$8,983.47 for a grand total of \$28,481.89. Paul seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter			
Mike Bettasso	X		
Tony Bonucci	X		
Jan English	X		

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

Julie noted these bill payments are approximately \$3,300 less than those from the same periods of the last fiscal year.

7. President's Report.

- Carolyn reported that Dr. Harold and Mrs. Jeanne Hutchinson gave the library another gift of \$20,000. The board is very thankful for this donation. This donation is intended to cover any expenses above the initial expected costs for the HVAC. The total cost of the new HVAC system was \$116,173.96. Again, the board is very grateful for the Hutchinson family support for this important upgrade.
- Correspondence was distributed for board members to review.
- Carolyn will have a café report to share next month. She noted that café sponsorship was down this year. She encouraged board members to reach out to possible sponsors.

8. Standing Committee Reports

Building & Grounds.

- Jan reported we are looking at changing the color of the lettering on the outside of the building because it doesn't show up at night.
- Julie noted the windows in the back-office area continue to let in cold air. Discussion ensued.
- Bill Williams is looking into brighter LED lights for the flagpole.
- Jan encouraged board members to check out the lighting in the parking lot beside Myrtles. We will be working on a city grant request for an upgrade to this type of led lighting in the library parking lot.

Personnel.

- Proposed policy updates to the employee handbook were distributed for review. Due to new state laws effective in 2020, updates are needed relating to drugs and alcohol and sexual harassment. Changes to our current policy are noted in blue. Discussion ensued. We will vote on these proposed updates next month.
- The monthly health insurance premium has a 5% increase to \$2,243.
- The committee will be reviewing the employee handbook in general for needed updates.

Policy. Distributed a draft Social Media and Comment Policy for review. We will vote on this policy update next month.

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

- The Per Capita grant money should cover the Windows 10 upgrades
- The ACA mini-grant money is being used to get the word out that there is a two-month extension period available for signing up if you've had a major life event.
- Lisa and Margaret put together paperback romances into gift packages for valentine gifts. Donations will be accepted.
- Julie continues to reach out to Creations Unlimited about staff shirts. Jan has another contact that could possibly provide shirts.
- Discussion ensued regarding the upcoming census and the Complete Count Committee meeting on January 22 at the library.

10. Staff and Administration Reports

Carolyn noted the study room statistic. Julie said they are used extensively. Discussion ensued.

11. Unfinished Business

Carolyn noted the new donor wall plaques should be in before our next meeting.

12. New Business.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

Jerry provided news and updates from the city.

Carolyn noted that next month's board meeting would be in the staff kitchen due to an event taking place in the meeting room. Discussion ensued. The event is the first of a 4-week program on the U.S. Constitution sponsored by the library and Voices from the Prairie.

MOTION 20-002 Jan moved to change the February meeting of the library board to Wednesday, February 12th at 7:00 p.m. Drew seconded the motion, motion passed.

Lani shared that local resident, Eric Engel, has published a book titled *The Hours Before Eternity*, a collection of poetry.

Lani noted the Illinois Reads Book Festival is March 14th at IVCC from 10 am to 2 pm.

Karen shared that the Friends of the Library book project was in December. They distributed 385 books to K-2nd students and Princeton Elementary and Princeton Christian Academy. The Friends membership drive is in the month of February. They will host a membership tea on February 26th from 4-6 pm.

MOTION 20-003 Mike moved to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 8:00 p.m.

submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President