

Princeton Public Library
 Regular Meeting of the Board of Trustees
 February 12, 2020 – Matson Meeting Room

1. President Carolyn Schafer convened the meeting at 7:06 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, Friends of the Library members Karen Towns

2. Agenda Adoption. No changes

3. Public Participation

4. Minutes of the January 15, 2020 regular meeting. Approved with no changes.

5. Treasurer’s Report for January 2020. Jen distributed a treasurer’s report she created in a different layout. She wanted to show a more realistic representation of income and expenses without the larger bequests and capital levy funds. Discussion ensued.

6. **MOTION 20-004** Jan moved to approve payment of bills for January 31 in the amount of \$9,318.45. Paul seconded the motion, roll call vote:

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

Steve Keutzer	X		
Drew Russell			
Carolyn Schafer	X		
Lani Swinford			

Julie noted that the bills are about \$800 less than last fiscal year. The January utility bill is \$670 less than last year.

7. President's Report.

The blender went out in the café. That's the original industrial blender that lasted 10+ years. Friends of the Library agreed to donate \$1,000 to pay for a new blender. The board is very grateful for their help covering this unexpected large expense. Discussion ensued.

8. Standing Committee Reports

Building and Grounds. Jan discussed reaching out to John DeSalvo about possibly painting the letters outside when the weather improves. Discussion ensued regarding the city grant for replacing the parking lot light bulbs.

Finance. A proposed budget for the 2020-2021 fiscal year was distributed for review. Jen asked board members to review the budget before next month's vote. \$15,000 of the capital levy funds will be used for custodial expenses. The question was asked about efforts to reduce the need to transfer from reserves each year. Payroll and maintaining the building are the biggest expenses. There is the option of closing at 8:00 p.m. Lengthy discussion ensued.

Personnel. They met to discuss health insurance costs. The committee is recommending that we ask our employees to contribute \$50 per month for their health insurance beginning on April 1, 2020.

Café report. Carolyn reviewed some income and expense numbers. She will email a report. Discussion ensued about possible café sponsor ideas.

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

- The polo shirt quote is \$14.75 per shirt through Creations Unlimited. Jan will get Julie the name of another company for a second quote.
- The new wireless app for the meeting room projector was purchased with money donated by the Friends in Council group.
- The emergency preparedness meeting will be Friday at 9:00 a.m.
- Nick Offerman will be featured in a RAILS video for "February is love your library month"
- Julie plans to purchase some tablets with the \$5,000 census grant
- Thanks to the Friends of the Library for agreeing to purchase sound reduction panels to reduce the noise level in the study rooms.

10. Staff and Administration Reports

Statistics look great. We are going back on WZOE radio and we will be continuing to run ads at the Apollo theater.

11. Unfinished Business

MOTION 20-005 Jan moved to accept the new Social Media and Comment Policy as presented last month. Tony seconded the motion, motion carried.

12. New Business.

Julie noted she will prepare a resolution regarding the sexual harassment policy for next month's meeting.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

- The Friends Tea is February 26th from 4-6 p.m.
- The library is partnering with Voices from the Prairie on a 4-part Constitution Series starting next Wednesday.
- Marcie expressed thanks for the new hard drive in the business office computer and for the cleaning of the business office.

Julie suggested the possibility of closing a bit early one day to do some spring cleaning. Advanced notice will be posted for the public.

MOTION 20-006 Tony moved to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President