

Princeton Public Library  
Regular Meeting of the Board of Trustees  
May 20, 2020

1. President Carolyn Schafer convened the video meeting via Zoom at 7:09 p.m. Roll call attendance:

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

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

2. Agenda Adoption.
3. Public Participation
4. Minutes of the April 15, 2020 regular meeting. Approved with no changes.

5. Treasurer's Report.

Jen noted this report is as of April 30<sup>th</sup>. We are now in a new fiscal year as of May 1<sup>st</sup>. Jen noted that overall, the numbers look good. Julie and staff did a great job staying within the budget. We did end the year using 116% of the budget. Utilities, snow removal and computer systems/software were apparently underbudgeted. Discussion ensued.

Jen will research a recent interest deposit from Central Bank for \$4,800. Carolyn encouraged board members to reach out to Jen with any questions.

6. **MOTION 20-015** Jan moved to approve payment of bills for April 30 in the amount of \$9,223.78 and May 15 in the amount of \$193.37, for a grand total of \$9,417.15. Jen seconded the motion. Tony requested clarification of the date period on the report for the bills paid between May 1 and May 15. Discussion ensued. Roll call vote:

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

Carolyn noted the 2020 bills were \$11,600 more for the same time period last year. This number isn't a true comparison as the library has been closed due to Covid-19.

#### 7. President's Report

- Terms will expire next month for Lani, Jen, and Mike. They are all willing to continue to serve on the board. Julie will inform the city manager and request their reappointment. Discussion ensued.
- Carolyn announced the following committee assignments for the next fiscal year:  
 Building & Grounds: Jan, Tony, Steve  
 Personnel: Carolyn, Lani, Paul  
 Finance: Jen, Mike, Carolyn  
 Policy: Drew, Paul, Lani
- Director evaluation forms will be distributed within the next week.

#### 8. Standing Committee Reports

Building & Grounds. Jan reported the letters on the outside of the building are now painted black. Discussion ensued.

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

- Staff will return to work on May 26<sup>th</sup> and the library will reopen June 1. We are still trying to gather as much personal protective equipment as possible. We have at least enough for staff. Patrons will not enter any further than the gate in front and will use the hand sanitizer.
- The book drop box was opened late Friday and we received a lot of books back.
- Laurie is going to work on returned books tomorrow.
- Staff meeting tomorrow.

Paul joined the meeting at this time.

- The census banners were provided by the Illinois Public Health Association. The city helped with posting them around town. Julie asked Jerry to express our thanks to the city.
- Summer reading will depend heavily on virtual activities. We will also have paper packets available for those without internet.
- The audit will happen in June.
- Julie will be starting her annual state report that is due the end of June.
- The new mobile app through PrairieCat should be active in June. It now has a curbside element that will be helpful for communicating with patrons.

10. Staff and Administration Report

11. Unfinished Business

Jan noted she should have sent a thank you to the Friends of the Library. She will take care of that tomorrow.

12. New Business.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

In June we will probably be meeting at the library.

Karen provided a brief Friends update. Carolyn expressed appreciation for Karen's attendance. Karen said it is helpful to be included to stay informed. She thanked the board members for their service to the library.

Jerry gave a brief update on city happenings.

**MOTION 20-016** Mike moved to adjourn the regular meeting. Paul seconded the motion, motion carried. The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

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 Marcie Jagers, Recording Secretary

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

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

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

