

Princeton Public Library
 Regular Meeting of the Board of Trustees
 July 15, 2020
 Library and Zoom

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

	Present
Jennifer Alter	X
Mike Bettasso	X
Tony Bonucci	X
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, City Council Member Jerry Neumann, Friends of the Library President Karen Towns.

2. Agenda Adoption

3. Public Participation

4. Minutes of the June 18, 2020 regular meeting and executive session. Carolyn distributed a copy of the executive session minutes for review. Approved with no changes.

5. Treasurer’s Report

Jen reported we are 16% into the fiscal year and have used 16% of our budget. Discussion ensued.

6. **MOTION 20-022** Mike moved to approve payment of bills for June 30 in the amount of \$15,985.03 and July 15 in the amount of \$5,286.94, for a grand total of \$21,271.97. Jan seconded the motion. Roll call vote:

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

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

In comparison, expenses were \$4,000 more than the same period last year. Julie noted some recent expenditures will be reimbursed through a grant.

7. President's Report

- Thank you to those who returned their director evaluations. We will review the results in September since not all evaluations have been returned at this time.
- Distributed a café report with income and expenses for the fiscal year that just ended. The 4th quarter was affected by our closing for the pandemic. Discussion ensued. Sponsorship income was up at \$1,450.

8. Standing Committee Reports

Building and Grounds. They met July 9th and discussed:

- Annual sprinkler system check completed
- Gustafson memorial patio signage, bench, dedication
- John's Service & Sales recommends running the HVAC fans continually to bring in more fresh air during Covid-19
- Bill Williams will work on our grant application for LED parking lot lighting upgrade
- Additional bids to reduce snow removal expenses. Discussion ensued.

Julie noted the possibility of working with MTCO from Metamora for a fiber internet connection. Quentin had suggested we get on their interest list.

Finance Committee. They have not met. Jen talked to Rick Clary at Central Bank and he thinks we are eligible for Covid-19 PPP funds. Jen will work on an application.

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

- Patrons wear masks and comply with our rules. Many of our regulars are back.
- We were required to spend census grant money by July 1st.
 - Adding some banners to the parking lot. Ann Crosby did the design work and Princeton Graphics will produce them. Hopefully, the city will help with putting them up. Jerry said to contact him or Quint.
 - Princeton Chamber had a deal with WQAD for 6 months of advertising for \$500.
 - BCR has a grant where they will match the amount of advertising we spend. We did \$1,600 for 16 census ads with our logo. We will have an additional \$1,600 to use on library advertising.
- Lani asked about patron use of hot spots. Julie said they can include those statistics in the monthly report. They are very popular.

- Lani asked when Friends can start receiving book donations. Discussion ensued. Karen and Julie are working on options.

10. Staff and Administration Report

Summer reading is coming along. There is also an adult component.

11. Unfinished Business

12. New Business.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

We are not planning to meet in August. Next meeting, September 16th.

Jerry gave a brief update on city happenings.

Karen noted a tentative new date for the next book sale: 9/17 to 9/19.

MOTION 20-023 Lani moved to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President