

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 October 21, 2020  
 Attendance at the Library and on Zoom

1. President Carolyn Schafer convened the meeting 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	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, Karen Towns from Friends of the Library

2. Agenda Adoption

3. Public Participation

4. Minutes of the September 16, 2020 regular meeting. The minutes were approved with no changes. The September executive session minutes will be reviewed next month.

5. Treasurer's Report

Jen noted we are 5 months (42%) into the fiscal year and expenses are at about 39% of budgeted.

6. **MOTION 20-030** Mike moved to approve payment of bills for September 30 in the amount of \$14,154.36 and October 15 for \$4,187.90 for a grand total of \$18,342.26. Drew seconded the motion, roll call vote:

	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
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		

Paul noted these expenses are \$6,500 less than the same period last year.

#### 7. President's Report

Carolyn noted that Julie sent the link to a webinar about the Freedom of Information Act. She asked board members to watch this webinar to refresh their memories. If any questions arise, we could discuss it next month.

#### 8. Standing Committee Reports

**Finance Committee.** Only Jen and Julie attended a recent finance meeting so another meeting will be scheduled. We are waiting on the EAV number to complete the levy request. Discussion ensued. We may need a special meeting on December 16<sup>th</sup> to approve the levy request in time to provide it to the City Council for their approval. Jerry will talk to the city manager about the EAV and get back to Julie.

**Building & Grounds.** The committee did not meet. Julie noted the gutter issue was repaired. Bill Williams has a list of things to do. The exterminator, Service Enterprises, has not been here for a couple months. Discussion ensued. These companies were recommended if a replacement is needed: American Pest Control, Kendrick Pest Control. Carolyn will follow up with Service Enterprises when he stops by her house tomorrow.

**Personnel.** Lani, Paul, Julie, and Carolyn met today. They discussed staff concerns over Covid-19 issues. Discussion ensued. The committee recommends that if a staff member is required to quarantine up to 14 days due to exposure, they will be paid; and if a staff member is sick, the full-time staff has sick days to use, the part-time staff would not be paid. The Bureau County Health Department, through contact tracing, would be ordering the quarantine.

Tony noted that private employers are mandated, through the Families First Coronavirus Response Act (FFCRA), to pay employees their normal wage if absence is due to Covid-19 and they meet certain criteria. He stated it may be different for public employers. Discussion ensued. The policy committee will review these regulations.

In addition, there were other questions relating to notification or closings if a staff member tests positive. The Personnel Committee responded that we would rely on the advice of the Bureau County Health Department. Discussion ensued. Julie noted she is trying to schedule staff in teams or pods so a positive test would hopefully only affect that specific group. Drew said we could work on a Covid-19 policy if needed. Carolyn will get back to Drew.

9. Director’s Report. Julie reviewed her report with the following notes or additions:

- Laminator company went out of business – there are no parts available.
- Ron’s computer can’t be fixed. Quentin found a deal for a new computer at about \$1,700. Julie would give her computer to Ron and she would use the new computer. Discussion ensued.

**MOTION 20-031** Mike moved to approve the purchase of a new computer for Julie at an estimated cost of \$1,700. Drew seconded the motion. Discussion ensued. Julie will send Mike the link to view the specs of this computer prior to the final purchase. 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		

- The new standard book is available for the Per Capital Grant. The assignment is to review the entire book. This year’s deadline has been extended to March of 2021. Board members will need to review 2 chapters over the next 6 meetings to complete this requirement. Julie will distribute the book electronically and it is available in paper as well.
- We will be opening our stacks to patrons again on November 1<sup>st</sup>. Safety precautions and appropriate signage will be implemented.
- The mobile app is great. We have opted in for the self-checkout option. Staff can scan through the plexiglass for patrons checking out or they can self-checkout and just give us a wave on their way out of the library.
- We are currently still fine free. Discussion ensued.
- Thanks to the city for distributing the library survey with city bills. Surveys are coming back every day. Lisa will be compiling the results.
- Julie noted that the requirement for Election Day to be a holiday doesn’t apply to municipalities. RAILS is still closed. Discussion ensued. It was agreed that the library should be open since we are a municipality.

10. Staff and Administration Report

- Julie noted that September was library card sign-up month and we got about 15 new cards.
- Carolyn wanted to recognize Ron for really stepping up for youth services with virtual events and keeping things rolling. Discussion ensued regarding statistics.
- Julie encouraged everyone to vote for the library scarecrow in the chamber contest.

11. Unfinished Business

12. New Business.

2021 Holidays. Jan asked for clarification on the number of days off at Christmas and New Year’s Days. Discussion ensued. Julie was instructed to remove Thursday, December 23<sup>rd</sup> and Thursday, December 30<sup>th</sup> from the list as presented. 2021 Board Meeting dates were reviewed.

**MOTION 20-032** Drew moved to approve the 2021 holiday closing dates with the corrections as noted and the 2021 board meeting dates. Mike seconded the motion, motion carried.

Julie will get a corrected listing out in the next packet.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

Karen noted the FOL met via zoom on October 5<sup>th</sup> and canceled the November book sale. They have set new book sale dates starting in April 2022 with the hopes of a better way for indoor sales. 14 individuals brought donations today by appointment. This week is national friends of the library week – there was a story in the Saturday BCR.

Jerry noted Jenica Cole was hired as the new chamber director. Her first day will be November 9<sup>th</sup>. Sales tax revenue continues to outperform last year’s numbers. Princeton folks are shopping local and the online sales tax that the State of Illinois is collecting is averaging \$9,000 per month.

At 8:05 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 20-033** 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	X		
Jan English	X		
Paul Ernst	X		
Steve Keutzer			

Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

Karen and Jerry left the meeting at this time.

Following executive session:

**MOTION 20-035** Drew moved to approve holiday bonuses as presented during executive session. Paul 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		

**MOTION 20-036** Drew moved to adjourn the regular meeting. Tony seconded the motion, motion carried. The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

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Marcie Jagers, Recording Secretary

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

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

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Carolyn Schafer, President