

Princeton Public Library
 Regular Meeting of the Board of Trustees
 September 16, 2020
 Attendance at the Library and on Zoom

1. President Carolyn Schafer convened the meeting at 7:05 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	
Tony Bonucci	
Jan English	X
Paul Ernst	X
Steve Keutzer	
Drew Russell	
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 July 15, 2020 regular meeting. Julie also distributed a copy of the minutes from the special meeting on August 6th, 2020. Carolyn read these minutes aloud. All minutes were approved with no changes.

5. Treasurer’s Report

The report is for August only. Carolyn distributed copies of the financial Excel sheets. Jen noted we received our property tax funds and the capital levy money. We are 41% through the fiscal year and we’ve used 31.4% of our budget. Discussion ensued. Note: the \$10,000 expense to Advanced Asphalt will be paid with capital levy funds.

6. **MOTION 20-026** Paul moved to approve payment of bills for July 31 in the amount of \$8,672.34, August 15 in the amount of \$6,655.96, August 31 in the amount of \$16,487.09, and September 15 for \$4,955.43 for a grand total of \$36,770.82. Jan seconded the motion.

	Yes	No	Abstain
Jennifer Alter	X		

Mike Bettasso			
Tony Bonucci			
Jan English	X		
Paul Ernst	X		
Steve Keutzer			
Drew Russell			
Carolyn Schafer	X		
Lani Swinford	X		

7. President's Report

Carolyn commented the patio and plantings out front look great. We are still waiting on the stakes for the new benches to be placed. The library staff continues to do a great job during the pandemic.

Carolyn urged board members to read the eBook document in the board packet. EBooks are a significant investment for the library. Paul suggested asking individuals to make donations of eBooks. Discussion ensued. Karen suggested that the Friends of the Library could possibly kickstart with a donation to encourage the community to donate. Discussion ensued.

8. Standing Committee Reports

Café Committee. Carolyn noted that even with the limited hours due to the pandemic, the café revenue has been good. She suggested the board encourage friends and family to come into the cafe.

Building and Grounds.

Jan noted they met on September 2nd and discussed the following:

- Still waiting on Bill Williams to work on the lighting grant for our parking lot lights.
- After research into a fiber optic internet connection, it was determined it is too expensive compared to Comcast.
- Gutters on the west side need repaired from the August derecho. Sterling Roofing provided a \$400 quote.
- Café refrigerator had to be repaired.
- The front door is missing a part on the bottom that is allowing it to fill up with debris and not close properly. Julie will contact Koolmaster.
- Laminator is broken and we do not have anyone local to fix it.
- The back door has an issue with it heaving and not closing tightly. Will talk to Bill Williams about shaving it.
- Advanced Asphalt completed paving. Jan sent a thank you note.
- Lani asked about weeds on the back of property. Discussion ensued. Julie will ask Billy Williams to spray with a weed killer.

Finance Committee. Jen said they will meet soon to discuss investment decisions for non-restricted funds.

Personnel Committee. Will meet in the next week or two to follow up to tonight's director evaluations.

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

- Everybody loves their staff shirts. Census t shirts are available if anyone is interested.
- The mayor was in today to read a story that Ron will show virtually.
- It is library card signup month
- The recent blood drive was filled up without even promoting.
- The Association for Rural Libraries is holding their conference virtually. We have signed up 5 people.
- The staff likes the idea of having a camera by the back door. Jan suggested posting a sign that states a camera is in use.
- The banners should go up this week in the parking lot.
- We've extended our quarantine from 3 to 7 days for our stacked books following recent studies and instruction from RAILS.
- We've received unrestricted memorial donations of \$1,000 in the memory of Jeanne Poppins Pence.
- Yard signs for the census are available.
- Policy will need to meet regarding the Cards for Kids program where non-resident students living under the poverty line are entitled to free library cards. Julie will email Drew about this.
- Ron and Julie are having computer issues. Julie will get some options together.

10. Staff and Administration Report

Carolyn noted that wireless hot spots were checked out 22 times. The Summer Reading information looks great.

11. Unfinished Business

12. New Business.

Julie explained that all government bodies must close for election day. The library will be closed on November 3rd.

13. Items for Next Agenda

Please share any agenda items with Julie.

14. Announcements

Jerry noted he had a wonderful conversation with a local resident about how well the library has adapted to the pandemic and how they had discovered eBooks.

Karen shared some ideas on how to adapt upcoming Friends of the Library book sales.

At 7:47 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 20-027** Jan moved to adjourn the regular meeting to executive session. Paul seconded the motion, roll call vote:

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

Karen, Jerry, Marcie, and Julie exited the meeting at this time.

Following executive session:

MOTION 20-029 Lani moved to adjourn the regular meeting. Jen seconded the motion, motion carried. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

 Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President