

Princeton Public Library
 Regular Meeting of the Board of Trustees
 November 18, 2020
 Attendance at the Library and on Zoom

1. President Carolyn Schafer convened the meeting at 7:03 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	X

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

2. Agenda Adoption
 No changes.

3. Public Participation

4. Minutes of the October 21, 2020 regular meeting. The minutes were approved with no changes. Carolyn had emailed the Executive Session minutes from September 16, 2020 and October 21, 2020 for review. Approved with no changes.

5. Treasurer's Report
 Jen noted we are halfway through the fiscal year and we have use 47.9% of the budget.

Drew joined the meeting at this time.

6. **MOTION 20-037** Tony moved to approve payment of bills for October 31 in the amount of \$10,284.81 and November 15 in the amount of \$5,000.86 for a grand total of \$15,285.67. Jan seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		

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

Carolyn noted these expenses are \$2,000 less than the same period last year.

7. President's Report

Carolyn expressed continued thanks to Julie and the staff for their work through the pandemic. Also, thanks to the Friends of the Library for everything they are doing as well.

Carolyn has pulled executive sessions minutes that we will need to approve for release. In December they will be in a file in Julie's office. Please stop in to review these minutes before the January meeting.

8. Standing Committee Reports

Building & Grounds. They met on October 27th.

- Approved the purchase of a new laminator
- Jan asked the the city to repair a large pothole at the 6th Street parking lot entrance across from Heartland Bank. That repair has happened.
- The next city grant deadline for LED parking lot lights is in March 2021. They will continue to work with Bill Williams on the grant application.
- Kendrick's Pest Control will now be providing the exterminator services at the library. Discussion ensued. Julie confirmed their monthly fee is \$50.
- Guithers will provide snow removal again this year at the same pricing.
- Friends of the Library wanted more space in back. We want to maintain the space we have at this time.
- Two benches have been added to complete the Roger Gustafson memorial patio. Julie noted the parts have all arrived to secure them in place.

Finance. Carolyn and Tony met with Julie.

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

- The mobile app is working out well.
- About 5 patrons per day are browsing the stacks in person. At this time, it feels very safe. The staff is comfortable with the behavior and number of people. Discussion ensued.

- A good number of community surveys have been returned. Lisa has tallied information to date. Julie will compile the responses and get that information distributed to the board. The responses seem to be overwhelmingly positive.

10. Staff and Administration Report

Jen asked if the study rooms are open for college kids to take an exam. Discussion ensued. Julie suggested the meeting room could be a possibility right now. Patrons should call to make this request.

11. Unfinished Business

Building and Maintenance Levy. Julie went to the courthouse to get the EAV. That number is up 1.2% from last year at 139,730,000. Jen shared the following levy figures:

- Property taxes: \$335,353
- Capital levy for the building: \$27,946
- Bonds: \$156,200
- Medicare and SS: \$22,965
- IMRF: \$29,671
- Total \$572,135

Julie will send out a copy of the levy by email. Jen confirmed this is the last year for the bonds. Discussion ensued.

MOTION 20-038 Drew moved to approve the fiscal year 2022 levy as presented for a total of \$572,135. Jan seconded the motion, motion carried.

Julie will get this paperwork together and Carolyn will stop by tomorrow to sign it.

12. New Business.

Standards Chapters 1-3 for Per Capita requirement

- Core Standards
- Governance and Admin
- Personnel.

Julie said some of this information doesn't always apply to a rural library of our size. Carolyn, Lani, Julie, and others expressed their observation that we are doing a good job as per the checklists provided. Discussion ensued. Any questions or comments can be sent to Julie via email.

Please watch for an email from Julie with the homework to be reviewed before the January meeting.

Carolyn suggested it is time to review the listing of goals. Julie will email that out for review.

13. Items for Next Agenda

Please let Julie know of any items for the next agenda.

14. Announcements

Friends of the Library. Karen noted they received book donations today. 380 books have been purchased to distribute to students at Princeton Elementary and Princeton Christian Academy. A bookmark will be included to indicate the book is from the Friends. Karen expressed thanks to Ron for his assistance in acquiring the books. Their board meets on Monday. Friends donated \$1,000 toward the purchase of the new laminator.

Jerry encouraged support of our small business community this holiday season by shopping local. Leaf burning is going to end on November 30. The city is dealing with a Covid spike among its staff.

Julie asked if anything could be done to assist with a leaf burning issue. When the neighbors to the west burn leaves, it comes right through the building. People think the library is on fire. It can't be good for the books. Discussion ensued.

We are not planning to meet in December. Next meeting: January 20, 2021

MOTION 20-039 Drew moved to adjourn the regular meeting. Lani seconded the motion, motion carried. The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President