

Princeton Public Library
 Regular Meeting of the Board of Trustees
 January 20, 2021
 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	X
Tony Bonucci	X
Jan English	
Paul Ernst	X
Steve Keutzer	X
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

Carolyn asked if anyone is averse to moving New Business #15 to next month.

MOTION 21-001 Drew made a motion to table item #15 of the agenda until next month. Mike seconded the motion, motion carried.

3. Public Participation

None.

4. Minutes of the November 2020 regular meeting. The minutes were approved with no changes.

5. Treasurer’s Report

Jen noted we are 8 months (67%) into the fiscal year and we’ve used 62% of the budget. Discussion ensued.

6. **MOTION 21-002** Mike made a motion to approve payment of bills as follows: November 30-\$10,346.78, December 15-\$11,809.17, December 31-\$4,594.23, January 15-\$11,037.30 for a grand total of \$37,787.48. Jen seconded the motion, roll call vote:

	Yes	No	Abstain

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

7. President's Report

- Tony and Carolyn are going to meet with Julie before the February meeting to review the director evaluation.
- Carolyn hopes to have a special meeting in the next 3-4 months to review goals from our strategic plan. Julie will email the strategic plan.
- Carolyn challenged the board to take on the library reading challenge on the calendar in tonight's board packet.
- Paul commented that the Book Page is a great resource to find new books.

8. Standing Committee Reports

Building & Grounds. Lani noted the American flag outside the library needs to be replaced. Julie noted a change in ownership for Company One, our fire alarm system servicer.

Personnel. They met a couple of times including Lani, Paul, Carolyn, Julie.

Carolyn noted an April 1st health insurance renewal with an increase from \$2,243 to \$2,396 per month. This insurance is for Julie, Ron, and Dana. In February of 2020, a decision was made that each of these employees would contribute \$50 a month toward their health insurance beginning April 1, 2020. This contribution was not implemented. Discussion ensued. The Personnel Committee recommends beginning that \$50 contribution with the next payroll and increasing it to \$75 each on April 1st, 2021. Discussion ensued.

MOTION 21-003 Drew seconded the motion from the committee, motion carried.

Café. Carolyn noted she would have some numbers available next month. Julie noted the hours of operation at the café have been shortened. A couple employees have left, and we aren't replacing them at this time. Current staff includes Dave, Austen, and Alison.

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

- We are paying for the laminator with a credit card to speed up delivery.
- As of the end of December, we have 24 people signed up for our mobile app.
- NYE fundraiser – we spent \$625 and have received over \$1,550. Check out the videos on our website.
- Survey results are available, and she will send out the summary.

10. Staff and Administration Report

Lani asked if we should invest in more hot spots. Discussion ensued. Julie will put together a report and recommendation for next month.

Carolyn asked for an update next month on how it is going with patrons browsing the stacks. She suggested a notice in the newspaper to let the community know our current policy.

11. Unfinished Business

Both Lani and Paul stopped by and reviewed the executive session meeting minutes from 2008-2011 to be released. Carolyn had previously reviewed them as well. Discussion ensued.

MOTION 21-004 Mike made a motion to release the executive minutes that have been reviewed and approved for release by Carolyn, Paul, and Lani. Jen seconded the motion, motion carried.

12. New Business.

Standards Chapters 4-6 for Per Capita requirement – tabled to next month

13. Items for Next Agenda

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

14. Announcements

Karen – In December, FOL delivered 380 books to our Princeton elementary K-2 grades and also PCA. In January, the membership committee met. They would like to get more members and reach the younger members of our community. The first book sale for 2021 will be April 14-17 if possible.

Karen asked if their donation cart could be available again at the front door. Discussion ensued. Karen and Julie will coordinate on this issue.

Jerry provided some updates for the city.

At 7:45 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 21-005** Drew made a motion to adjourn the regular meeting to executive session. Tony seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Tony Bonucci	X		
Jan English			
Paul Ernst	X		
Steve Keutzer	X		

Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford	X		

Karen and Jerry left the meeting at this time.

Following the executive session:

MOTION 21-007 Mike made a motion to approve an increase to Dana Fine's salary to recognize her recent MARC cataloging certification. Lani seconded the motion, roll call vote:

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

MOTION 21-008 Drew made a motion to adjourn the regular meeting. Jen seconded the motion, motion carried. The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President