

Princeton Public Library
 Regular Meeting of the Board of Trustees
 February 17, 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	
Tony Bonucci	X
Jan English	X
Paul Ernst	
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
 No changes.

3. Public Participation
 None.

4. Minutes of the January 20 regular meeting and executive session. The minutes were approved with no changes.

5. Treasurer's Report
 Jen reported the balance sheet and cash position are good. We are 75% through the fiscal year and expenses are at 70%. Discussion ensued.

Carolyn noted an article in the BCR reported the library received pandemic relief funds. Julie confirmed that was the \$500 PPE grant.

6. **MOTION 21-009** Jan made a motion to approve payment of bills for January 31 in the amount of \$11,592.58 and February 15 in the amount of \$5,483.25, for a grand total of \$17,075.83. Tony seconded the motion, roll call vote:

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

Carolyn noted these expenses are about \$6,000 more than the same time period last year.

7. President's Report

Carolyn noted Julie sent out the strategic plan. She asked the board to focus on pages 5-6-7; mission statement, service priorities and goals. We will take 10-15 minutes next month and review this.

8. Standing Committee Reports

Julie explained an issue with zoom connections freezing up at the library. Quentin discovered that Comcast was not providing the connection speed we pay for. The Comcast technician verified that it was on their end and not any fault of ours. Discussion ensued. Jan offered to help Julie with requesting a credit from Comcast.

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

- Laminator is set up and working. Again, thank you to the Friends for contributing \$1,000 toward this purchase.
- The Friends will be purchasing 10 more additional wireless hot spots. This is a great addition. The patrons love them.
- We are using On the Clock to track hours worked for staff. It can be synced with QuickBooks. We get 30% off so the cost is less than \$400 per year. It also has the capability to do the scheduling which could allow us to cancel humanity.com (\$52 per month).
- Survey results. Discussion ensued. Most were returned by patrons already using the library. Julie was hoping that by including it in the utility bill we would get some folks not using the library. She suggested the possibility of distributing surveys at a community lunch in the park. Carolyn agreed with survey feedback about the need for a library staff member that can assist with media equipment connections in the meeting room. Discussion ensued.
- We are preparing to resume patron use of the study rooms. Discussion ensued. The board agrees to move forward with reinstating this service.
- RAILS has decreased the quarantine time for materials to 24 hours.
- Julie read a note from Dana expressing her thanks for the recognition of her work with a pay raise.

10. Staff and Administration Report
Reviewed the report.

11. Unfinished Business

Standards Chapters 4-6 for Per Capita requirement. Julie shared her screen to review her summary of Chapters 4-13. (see attached)

Chapter 4 – Access

Chapter 5 – Building & Infrastructure Maintenance. We have the capital fund levy and Paul has worked to create a timeline of possible needs for big ticket building & grounds items.

Chapter 6 – Safety. We conduct tornado, active shooter, lost child drills. Carolyn suggested designating the first Monday of the month as drill day.

Chapter 7 – Collection Management. Good discussion on this topic at the staff meeting. Julie explained the challenges of providing diverse materials vs. what your community will actually use. Discussion ensued. 7-12% of your budget should go to the collection.

Chapter 8 – System Member Responsibilities and Resource Sharing

Chapter 9 – Public Service: Reference and Reader’s Advisory Services – more staff intensive than a board perspective.

Chapter 10 – Programming

Chapter 11 – Youth/Young Adult Services

Chapter 12 – Technology

Chapter 13 – Marketing, Promotion and Collaboration

The board expressed thanks to Julie for providing this summary. Julie will send out this document to board members via email.

12. New Business.

13. Items for Next Agenda

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

14. Announcements

- Jerry provided some updates from the city.
- Karen provided a Friends update. Carol Bird will replace Beth Bickerman on the Friends board.

MOTION 21-010 Drew made a motion to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President