

Princeton Public Library
Regular Meeting of the Board of Trustees
May 19, 2021
Attendance at the Library and on Zoom

President Carolyn Schafer convened the meeting at 7:02 p.m. Roll call attendance:

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

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. Carolyn noted the April executive session minutes will be reviewed next month.

3. Public Participation

None.

4. Minutes of the April 21, 2021 regular meeting. The minutes were approved with no changes.

Drew joined the meeting at this time.

5. Treasurer's Report

Jen reviewed the report and noted that April 30th was the end of the fiscal year. Overall expenses for the year were 93% of budgeted. Discussion ensued.

Jen noted that since Marcie resigned on April 30th, she has been doing the best she can to cover bookkeeper duties with Carolyn helping out. They have decided it would be better to have someone not on the board in the bookkeeper position. If anyone has a candidate, be in touch with Jen.

6. **MOTION 21-017** Mike made a motion to approve payment of bills for April 30 in the amount of \$9,647.34 and May 15 in the amount of \$4,474.48, for a grand total of \$14,121.82. 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	X		
Drew Russell	X		
Carolyn Schafer	X		
Lani Swinford			

7. President’s Report

Julie was notified that the library insurance management is opening up to new members. We received the email today and the deadline to apply is June 1. This would be group health insurance coverage. If we are accepted, the coverage would begin January 1, 2022. Carolyn will meet with Julie on Monday to review what is required to apply. Discussion ensued.

Carolyn noted Steve will be leaving the board in June. Please send ideas for potential new members to Carolyn. The board thanked Steve for his service to the library board.

8. Standing Committee Reports

None.

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

- Pandemic update: now following CDC guidelines for mask wearing, keeping barriers up at circulation, reference, and youth services, all furniture has been moved back into place, barriers remain at the public computers. Discussion ensued. We will update our mask signage to indicate unvaccinated people should wear a mask per CDC guidelines.
- Staff evaluations are underway.
- We can probably start some small in-person programs. Discussion ensued.
- Two online programs are available now on our website. One is about Al Capone and the 1933 World’s Fair and the other is a tribute to mothers.
- We are moving forward with the Niche Academy. We aren’t live yet, but we have selected some programs and tutorials. Discussion ensued.

10. Staff and Administration Report

11. Unfinished Business

Approval of Moving to Fine Free. Julie reviewed this proposed change. This only applies to late fees and not lost or damaged materials. It would not apply to hot spots or other items that we circulate. Discussion ensued. The question was raised as to the determination between late or lost items. Julie explained a patron can renew an item up to two times if nobody else has a hold. After 28 days, a notice is sent that a patron will be charged for an item. It can still be returned at that point by communicating with the library. Once a replacement copy is ordered, the patron will be charged for it. Nothing else can be checked out until that charge is paid.

MOTION 21-018 Mike made a motion to adopt the fine free policy. Drew seconded the motion, motion carried.

Julie pointed out that for the past year we suspended charges for copying, faxing, laminating, etc... We issued a press release announcing that we will begin charging for those services again starting June 1st. Julie will be sure signage is up in the library with the announcement.

12. New Business.

Review Strategic Plan. Carolyn suggested that we use the August 19th meeting date to discuss the strategic plan. She requested that the finance committee meet prior to August 19th to prepare a financial forecast for the next three years relating to our reserves. Board members were asked to let Carolyn or Julie know if this date will work. We will need to look for an alternate date if we can't get enough board members on the 19th.

13. Items for Next Agenda

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

Karen provided a FOL update. The book sale happened May 13-14-15. The board will meet on Monday at 4:00 p.m. in person. They are hoping the upcoming July sale can be more like the usual format with the addition of monitoring the number of people at one time. They are hoping to resume accepting donations at the front door of the library. FOL is willing to come in and empty the cart each day. Julie will discuss this with the staff and let Karen know. Discussion ensued.

Jerry provided a city update. The Homestead Festival lawn party is June 12. The first street dance in June 18. The official transition of ownership of the hospital to OSF happens on July 1 at 10 am in an outdoor tent with a ceremony. The public will be welcome to join. The city council meetings will be live-streamed moving forward to continue efforts to be as transparent as possible and engage the community. The Council meets the 1st and 3rd Monday of the month.

Jerry explained the current work on Peru Street is an outside cable company contracted by the State of Illinois. They are burying fiberoptic cable. Discussion ensued. Jerry will gather some additional facts and pass them on.

14. Announcements

MOTION 21-019 Mike made a motion to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President