

Princeton Public Library
 Regular Meeting of the Board of Trustees
 July 21, 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	
Tony Bonucci	X
Jan English	X
Paul Ernst	X
Drew Russell	
Carolyn Schafer	X
Lani Swinford	

Also in attendance: Library Director Julie Wayland, Recording Secretary Marcie Jagers, City Council Member Jerry Neumann

2. Agenda Adoption

The agenda will be amended by removing the item listed under #12 New Business.

3. Public Participation

None.

4. Minutes of the June 16, 2021 regular meeting were approved with no changes.

5. Treasurer's Report

Jen noted we are only 2 months into the fiscal year and expenses are on track. This is our cash crunch time right before we receive the property tax income. We have made a transfer from reserves to cover expenses. Discussion ensued. Jen expects we will receive our first property tax check around the 2nd week of August.

6. **MOTION 21-022** Jan made a motion to approve payment of bills for June 30 in the amount of \$10,645.70 and July 15 in the amount of \$9,746.54, for a grand total of \$20,382.24. Paul seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso			

Tony Bonucci	X		
Jan English	X		
Paul Ernst	X		
Drew Russell			
Carolyn Schafer	X		
Lani Swinford			

7. President's Report

Board member replacements. Lani Swinford has requested a replacement be found for the remainder of her term due to her recent health issues. We are also seeking a replacement for Steve Keutzer. Discussion ensued.

8. Standing Committee Reports

Finance. Jen noted Tina Reinhardt will not have the time to continue in the bookkeeping position. We are in the process of looking into outsourcing to a CPA firm for payroll, payroll taxes, sales tax, monthly bill payments, etc.. Discussion ensued.

Personnel/Café. Lani, Julie, and Carolyn met with the café staff. It was a good meeting with a lot of feedback from the staff.

Building and Grounds.

- We explained to Wyonet Carpet that the new carpet quote was more than we anticipated. It sounds as though Todd Burrows will be giving a donation to the library by discounting the bill. Just like everything these days, it will take a long time to get carpet.
- The sprinkler system needs the pipes flushed every 5 years. The quote was \$1,000 more than the last time. Julie inquired and found out the materials used have increased in price.
- Still gathering more information regarding new media equipment for the meeting room.
- Gary Johnson is still seeking someone to repair the clock he wants to donate to the library. Discussion ensued.
- We missed out on an opportunity to receive donated desks from Centrué Bank.

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

- Hours will update to:
 - Library – Monday through Thursday, 10 am – 8 pm
Friday, 10 am – 6 pm and Saturday, 10 am – 3 pm
 - Café -- Monday through Thursday, 7 am – 7 pm
Friday, 7 am – 5 pm and Saturday, 10 am – 2 pm
- Insurance audit is over.
- Estimate around \$1,000 for airfare and lodging for Julie to attend the library conference. Carolyn said they would discuss this in a personnel meeting.
- Her PrairieCat term is over, so she won't have to attend Friday meetings.

- Considering a wellness event with Arukah for the staff in-service. Discussion ensued.
- Unless the governor extends it again, we will need to meet in person for the next meeting.
- The Lovejoy Home and the library, in conjunction with the Homestead Festival, will provide at least two screenings of the 2019 biographical film *Harriet* about Harriet Tubman.
- Considering programming for the upcoming 20th anniversary of the 9/11 attacks.
- New freezer arrived for café.
- Blood drive was very successful with every appointment filled.
- Friends of the Library book sale starts tomorrow.

10. Staff and Administration Report

Carolyn noted the statistics look good as things are finally coming back.

11. Unfinished Business

We have tentatively set a meeting for August 19th to review the finances and our strategic plan. To make that happen, the Finance Committee must get together to prepare the financial forecast. If we can't make that happen, we could extend the September and October meetings by half an hour following our regular business.

12. New Business.

13. Items for Next Agenda

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

14. Announcements

Jerry noted the streets are being worked on for the next month or so.

Tony. Jan.

MOTION 21-023 Tony made a motion to adjourn the regular meeting. Jan seconded the motion, motion carried. The meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

Carolyn Schafer, President