

Princeton Public Library
 Regular Meeting of the Board of Trustees
 September 21, 2022
 Attendance at the Library and on Zoom

Acting President Tony Bonucci convened the meeting at 7:06 p.m. Roll call attendance:

| | Present |
|-----------------|----------------|
| Jennifer Alter | |
| Mike Bettasso | |
| Tony Bonucci | X |
| Jan English | X |
| Drew Russell | |
| Carolyn Schafer | |
| Lauren Smith | X |
| Lani Swinford | X |
| Jerry Thompson | X |

Also in attendance: Library Director Julie Wayland, Recording Secretary Marcie Jagers, Friends of the Library President Karen Towns

2. Agenda Adoption
 No changes.

3. Public Participation
 None.

4. Minutes of the July 27, 2022 regular meeting were approved with no changes.

5. Treasurer's Report
 Jen was not in attendance. Julie noted we are 1/3 of the way through the fiscal year and expenses are in line with where we should be at this time.

6. **MOTION 22-022** Jerry made a motion to approve payment of bills for July 31 in the amount of \$20,728.55, August 15 in the amount of \$3,608.45, August 31 in the amount of \$8,174.40, and September 15 in the amount of \$4,557.10, for a grand total of \$37,068.50. Jan seconded the motion, roll call vote:

| | Yes | No | Abstain |
|----------------|------------|-----------|----------------|
| Jennifer Alter | | | |
| Mike Bettasso | | | |

| | | | |
|-----------------|---|--|--|
| Tony Bonucci | X | | |
| Jan English | X | | |
| Drew Russell | | | |
| Carolyn Schafer | | | |
| Lauren Smith | X | | |
| Lani Swinford | X | | |
| Jerry Thompson | X | | |

Tony reported these expenses are \$2,986 more the same period last year.

7. President's Report

Tony postponed this report until Carolyn arrives.

Building & Grounds. Jan reported John's Sales & Service repaired the HVAC issues under warranty for no charge. We need to decide on a service contract with them to keep the warranty valid. Jan will contact them for a proposal.

Personnel. They met and are reviewing the employee handbook for any needed updates.

Policy. Julie is about halfway through the policy manual and will make a few obvious edits before the committee meets to review. It was last reviewed in 2014.

Carolyn arrived at the meeting at this time.

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

- PUG Days (PrairieCat User Group) – our staff will virtually join webinars and will cover for each other, or some will join from home.
- We received a good number of entries for our drawing for Chamber dollars as part of Library Card Signup Month. Discussion ensued.
- We are shrinking the music cd collection as they don't circulate much. Will be able to put more DVDs in that location. We will eventually phase on the CDs completely.
- Dave Cook promoted the Homestead Festival with photos on our Facebook page. This resulted in increased traffic to our page. Julie acknowledged Dave for his marketing efforts.
- Julie distributed some promotional pens.
- Banned Books Week is going on now. The message this year is: Don't ban, don't censor.

10. Staff and Administration Report

Reports in the packets are for the last two months. Board members noted the summer reading report was very interesting.

11. Unfinished Business

Recognition Display

Carolyn noted A&M Products can provide the gold bars, but they may not be doing the entire wooden board. Discussion ensued.

Document Imaging Proposal

Julie noted the Genealogy Society and the Historical Society do not have funds available to contribute. In response to a letter from Drew, World Archive refunded the prepaid amount of nearly \$2,000. Lengthy discussion ensued regarding the proposal from Innovative Document Imaging to digitize back issues of the Bureau County Republican.

Karen suggested the possibility of a contribution from the Friends of the Library toward this project. Further discussion ensued.

MOTION 22-023 Carolyn made a motion to pay \$5,000 to Innovative Document Imaging to link the website and set up storage and move forward with the current year at \$750 plus \$2,500. Lani seconded the motion, roll call vote:

| | Yes | No | Abstain |
|-----------------|-----|----|---------|
| Jennifer Alter | | | |
| Mike Bettasso | | | |
| Tony Bonucci | X | | |
| Jan English | X | | |
| Drew Russell | | | |
| Carolyn Schafer | X | | |
| Lauren Smith | X | | |
| Lani Swinford | X | | |
| Jerry Thompson | X | | |

Carolyn noted we will address the missing years as finances are available.

We returned to the President's Report at this time. Carolyn gave an update on the clock donation from Gary Johnson.

12. New Business

Officer Appointment. Discussion ensued.

Current Officers:

Carolyn Schafer, President

Jen Alter, Treasurer

Tony Bonucci, Vice President

Jan English, Secretary

MOTION 22-024 Lani made a motion to retain the same officers for the next 3-year term. Jerry seconded the motion, motion carried.

13. Items for Next Agenda

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

Julie noted the following items: 2023 holidays, holiday bonuses, 2023 meeting dates, tax levee

14. Announcements

Karen reported that October 16-22 is Friends of the Library week. Please stop by their social event in the meeting room on October 19 from 5-7 pm. The next book sale is November 10-12th.

Julie noted she needs a photo of Lauren and Jerry for the board photo wall for the staff members.

MOTION 22-025 Jan made a motion to adjourn the regular meeting. Lauren seconded the motion, motion carried. The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Carolyn Schafer, President