

Princeton Public Library  
Regular Meeting of the Board of Trustees  
October 19, 2022  
Attendance at the Library and on Zoom

President Carolyn Schafer convened the meeting at 7:07 p.m. Roll call attendance:

	<b>Present</b>
Jennifer Alter	X
Mike Bettasso	
Tony Bonucci	
Jan English	
Drew Russell	X
Carolyn Schafer	X
Lauren Smith	X
Lani Swinford	X
Jerry Thompson	

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 September 21, 2022 regular meeting were approved with no changes.

5. Treasurer's Report  
Jen noted we are 42% through the fiscal year. Our expenses are a little over at this point. There are expenditures included that were purchased with restricted donations of around \$30,000. Also, the custodial line item is at \$9,100, but we didn't have anything budgeted. Discussion ensued. Julie will investigate why the custodial budget item is zero.

Drew asked why the Kirkpatrick Endowment interest is at zero. Jen suggests the interest is probably only recorded once a year. She will ask for an updated statement from Central Bank.

6. **MOTION 22-026** Lani made a motion to approve payment of bills for September 30th in the amount of \$9,005.55 and October 15th in the amount of \$12,623.72, for a grand total of \$21,629.27. Lauren seconded the motion, roll call vote:

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

Carolyn noted this is \$2,986 more than the similar period from last year.

#### 7. President's Report

Carolyn noted the grandfather clock from Gary Johnson is now in the local history room.

#### 8. Committee Reports

Personnel met to discuss staff holiday gifts. They will meet in December to finalize updates to the employee handbook and update Julie's job description.

Policy has a meeting coming up.

Building & Grounds. They met to review the HVAC system maintenance proposal from John's Service & Sales. The committee feels it is important to protect the new HVAC investment with a maintenance agreement. This is a 3-year agreement at \$6,000 per year. Discussion ensued. This price does include regular maintenance parts but not repairs. Hopefully repairs would be under warranty. Julie noted Johns was at the library yesterday as a thermostat repair was needed.

Finance. They met Monday to prepare the levy. Julie distributed a copy of the proposed levy. Discussion ensued. The levy is reviewed tonight. We will vote on it next month and then it is given to the city council. Jen noted we took into consideration the mandatory increases in minimum wages for FICA and Medicare.

Jen and Carolyn detailed the numbers as listed on the handout.

- Annual levy - \$371,408
- Building maintenance levy - \$30,950
- Library bond - \$156,200
- IMRF - \$28,972
- Medicare & FICA - \$22,662

Grand total - \$610,192

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

- The Prairie Cat upgrade has been postponed, but our staff can use it now. It will be a soft release so the existing system will be active as the new system comes online.
- The Per Capita Review will be starting at the next board meeting.
- Carolyn asked if we have staff trained to use the AED (defibrillator). Julie said Tina checks the battery and checks the pads every month. There are a few staff members that feel comfortable to use it.
- 32 new cards issued in a month is a good number. Julie congratulated the staff for their hard work. Three new patrons won chamber dollars in the drawing.
- Julie thinks two computers in youth services need to be replaced. Discussion ensued.
- They had a great staff meeting this past Friday. One new idea they are considering is a concierge desk in the lobby to provide a greeting, information, and direction.
- There was an interesting webinar during the recent PUG day that described library crawls. Discussion ensued.
- Staff will be testing the escape room on the Thursday before the event.
- Ron will be offering a story time and goody bag before trick or treating on the 31<sup>st</sup>.

10. Staff and Administration Report

Julie distributed a report from Margaret. Board members were happy to see the return of in-person story time.

11. Unfinished Business

None.

12. New Business

2023 Holidays and Board Meeting

**MOTION 22-027** Drew made a motion to approve the 2023 library holidays and board meeting dates as presented. Lani seconded the motion, motion carried.

13. Items for Next Agenda

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

14. Announcements

Karen said the Friends of the Library social tonight was well attended and successful. The November book sale is on the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>. Friends is considering hosting a children's author at the library for a program.

Lauren noted she recently enjoyed a book club discussion that included the author on Zoom.

At 7:55 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 22-028** Lani made a motion to adjourn the regular meeting to executive session. Lauren seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		

Mike Bettasso			
Tony Bonucci			
Jan English			
Drew Russell	X		
Carolyn Schafer	X		
Lauren Smith	X		
Lani Swinford	X		
Jerry Thompson			

Following Executive Session:

**MOTION 22-030** Drew made a motion to approve holiday bonuses as presented. Lauren seconded the motion, roll call vote:

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

**MOTION 22-031** Lauren made a motion to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

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 Marcie Jagers, Recording Secretary

\_\_\_\_\_ Minutes approved as read.

\_\_\_\_\_ Minutes approved as amended.

\_\_\_\_\_ Carolyn Schafer, President