

Princeton Public Library
Regular Meeting of the Board of Trustees
January 18, 2023
Matson Meeting Room

President Carolyn Schafer convened the meeting at 7:00 p.m. Roll call attendance:

| | Present |
|-----------------|----------------|
| Jennifer Alter | |
| Mike Bettasso | X |
| Tony Bonucci | X |
| Jan English | |
| Drew Russell | |
| Carolyn Schafer | X |
| 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

3. Public Participation

4. Minutes of the November 16, 2022, regular meeting were approved with no changes.

5. Treasurer's Report

Julie noted we are about 75% through the fiscal year and expenses are \$10,000 over budget.

Jan English arrived at the meeting at this time.

Jan asked if anything had been discovered about the interest on the Kirkpatrick Fund. Discussion ensued. Carolyn will make a note to ask the accountant. Jan said she could also stop by Central Bank to inquire. Carolyn encouraged board members to email Jen, Julie, or herself with any questions about the finances.

6. **MOTION 23-001** Lauren made a motion to approve payment of bills for November 30 in the amount of \$7,985.16, December 15 in the amount of \$11,933.07, December 31 in the amount of \$8,200.75, and January 15 in the amount of \$4,682.95, for a grand total of \$32,801.93. Jan seconded the motion, roll call vote:

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

7. President's Report

Carolyn noted we should be prepared for rising costs going forward. Discussion ensued.

8. Committee Reports.

Building and Grounds. They did not meet. Julie recently informed the HVAC company to let her know in advance before making a service call. Jan noted the very expensive invoices for recent snow plowing. Discussion ensued. Julie will check in with the company about the pricing.

Julie said the 1/15/23 bills will be signed tonight. She will email those bills to the board.

Policy. Drew, Lani, and Julie met to review the patron policy.

Personnel. They met a couple of times. Minimum wage went up to \$13 on 1/1/23. We just received the numbers for the 4/1/23 health insurance renewal. The monthly premium is up \$206 which is a 7.8% increase. This health insurance is for Julie, Ron, and Dana. Discussion ensued. They will meet before next month's meeting to review the library director job description.

Finance. They have not met.

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

- Vega Discover. The game changer is that it will incorporate eBooks and audio books so that you can see what you've checked out in all formats. This brings everything into one central location. We are planning to launch this on February 1st so staff can get comfortable with it prior to going public. A press release will be issued.
- The fire department visit did not include a fire drill. It was good to have the members of the department become familiar with the layout of the library. Discussion ensued. Julie will schedule a fire drill.

- Julie noted the proposed Alzheimer’s support group, sponsored by VITAS, presented a contract to sign. After some revisions to remove any library obligations, she signed the contract. This group will meet monthly.
- The economic interest forms will be arriving soon for board members to complete and return to the courthouse.
- Comcast contract renewal is coming up. Julie forwarded it to Quentin for his review before signing anything.

10. Staff and Administration Report

- Mike noted that out of 130 libraries, we are 34th in number of transactions. He wondered if we could learn about the population served by these 130 libraries. Discussion ensued. Julie will investigate these statistics.
- Julie noted the concierge desk is a work in progress that has shown some positive results. Discussion ensued.
- We advertise on a digital screen at the Bureau County Metro Center. We’ve been approached to set up a screen at the library as well. Discussion ensued. It was agreed not to invest in this opportunity.

11. Unfinished Business

Donor recognition wall. Carolyn provided an update. A&M products will supply brass plaques. Ideas were discussed for someone local to complete the wood portion of the wall.

12. New Business

Carolyn addressed the personnel manual included in tonight’s packet. Only a few updates were necessary. Discussion ensued. **MOTION 23-002** Mike made a motion to approve the updates to the personnel manual with final revisions as detailed. Jerry seconded the motion, motion carried.

13. Items for Next Agenda

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

14. Announcements

Julie announced there are some thank you notes to be reviewed tonight.

Karen said February is the annual membership drive for Friends of the Library. They have a book sale scheduled for 3/15-3/18. Their board will meet in February. This year they’d like to sponsor an author. National Library Week is in April.

At 7:52 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 23-003** Tony made a motion to adjourn the regular meeting to executive session. Jan seconded the motion, roll call vote:

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

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

Following execute session.

MOTION 23-005 The Personnel Committee presented a motion to approve payroll increases as presented. Jerry seconded the motion, roll call vote:

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

MOTION 23-006 Tony made a motion to adjourn the regular meeting. Mike seconded the motion, motion carried. The meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

Carolyn Schafer, President