

Princeton Public Library
Regular Meeting of the Board of Trustees
January 20, 2016 – Matson Meeting Room

1. President Paul Ernst convened the meeting at 7:00 p.m. Roll call attendance:

	Present
Jennifer Alter	X
Mike Bettasso	X
Ami Chamberlain	
Jan English	X
Paul Ernst	X
Roger Gustafson	X
Terry Madsen	
Drew Russell	X
Carolyn Schafer	X

Also in attendance: Library Director Julie Wayland, Head of Technical Services Dana Fine, Recording Secretary Marcie Jagers

2. Agenda Adoption. **MOTION 16-001** Carolyn moved to adopt the agenda. Jen seconded the motion, motion carried.

3. Public Participation.

4. **MOTION 16-002** Mike moved to approve the minutes of the November 18, 2015 regular meeting. Jan seconded the motion, motion carried.

MOTION 16-003 Mike moved to approve the minutes of the November 18, 2015 executive session. Carolyn seconded the motion, motion carried.

5. Treasurer's Report

Jen noted we will just be reviewing December's report. We are eight months into the fiscal year (67%) and expenses are running at 73.5% of budget. Jen considers these acceptable numbers. Discussion ensued.

Jen explained the property tax numbers on the levy don't match the funds we've received. We budget based on the levy numbers. Jen contacted the city manager, Rachel Skaggs, and is waiting to hear back about this issue. Discussion ensued.

MOTION 16-004 Jan moved to approve the Treasurer's Report for December 2015 as presented. Drew seconded the motion, motion carried.

6. **MOTION 16-005** Mike moved to approve payment of bills for November 30, 2015 in the amount of \$10,688.19, December 15, 2015 in the amount of \$7,751.28, December 31, 2015

in the amount of \$11,650.32, January 15, 2016 in the amount of \$3,883.80 for a grand total of \$33,973.59. Jen seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Ami Chamberlain			
Jan English	X		
Paul Ernst	X		
Roger Gustafson	X		
Terry Madsen			
Drew Russell	X		
Carolyn Schafer	X		

7. President's Report. Paul reported the following:

- He, Jen, Carolyn, and Julie met with the new city manager, Rachel Skaggs.
- February 27th is the library's 130th birthday.
- April Buchanan is resigning her position at the library.
- Recently our fire alarm went off. It was a false alarm. The Bureau department responded because the Princeton department was fighting another fire. The Bureau department didn't know about our key box. Julie, Dana, and Margaret were all called to open the library.

8. Standing Committee Reports

Building & Grounds. When the weather warms up Bill will do some tuck pointing and flashing. Company One came in to take care of batteries. ESCO came in to repair a couple of small gas leaks on their units that the fire department noticed when they were here.

Julie reported that Bill is coming in to take care of an issue in the women's restroom.

MOTION 16-006 Roger moved to accept the verbal report of the Buildings and Grounds Committee. Drew seconded the motion, motion carried.

Finance. They will be meeting soon to start the new budget. If you want to be involved in the process, please inform Jen.

MOTION 16-007 Carolyn moved to accept the verbal report of the Finance Committee. Jan seconded the motion, motion carried.

Personnel. Julie and Carolyn met yesterday to discuss Department of Labor issues regarding salaried employees and overtime. Discussion ensued. Dana and Ron have begun keeping track of their hours.

MOTION 16-008 Mike moved to accept the verbal report of the Personnel Committee. Drew seconded the motion, motion carried.

Policy Committee. Jan reported that Section 5 of the computer policy was updated to include a policy for filtering the youth computers. There were a few minor changes on the rest of the policy. Discussion ensued.

MOTION 16-009 Jan moved to approve the revised Computer Use and Internet Filtering Policy as presented. Additional discussion ensued. Julie confirmed we can keep the filters low. If someone is conducting legitimate research and experiences issues with the filter, a librarian can bypass the filter temporarily.

Drew seconded the motion, motion carried. Carolyn & Mike voted opposed.

9. Director's Report. Julie reviewed her report with the following additional comments:

- Quentin helped with some technical difficulties submitting the per capita report.
- Julie will look into updating the library's name with the IRS to Princeton Public Library.
- Attendance is up for 2015.
- Mike would like to have a café sponsorship packet.
- Café numbers are good. We improved our deficit in 2015 by 17%, just short of our 20% goal.

10. Staff and Administration Reports

Dana reported that overall numbers are really strong. We rank 15th out of reciprocal borrowers. Discussion ensued. Dana shared that the Elm City Bells canceled at their own request, it was not due to weather.

On behalf of the staff, Dana wanted to thank the board for the holiday bonuses.

11. Unfinished Business

Drew reported that, after some additional research, he has determined we won't be able to access the principal of the Kirkpatrick Fund any earlier that expected.

12. New Business

13. Items for next Agenda

14. Announcements

Paul will be in Seattle next month and will miss the February meeting.

The board committees have been reassigned and Paul distributed the list. Jan has agreed to join Buildings & Grounds and Terry will be added to Finance.

Julie suggested reviewing the Strategic Plan. This will be added to the March agenda.

Paul and Ami met in Julie's office and reviewed past executive session minutes. That requirement is taken care of now for 6 months.

Per ILCS 120/2:(c)(1), Board President Ernst called an executive session to discuss personnel issues. **MOTION 16-010** Carolyn moved to adjourn the regular meeting to executive session. Drew seconded the motion, roll call vote:

	Yes	No	Abstain
Jennifer Alter	X		
Mike Bettasso	X		
Ami Chamberlain			
Jan English	X		
Paul Ernst	X		
Roger Gustafson	X		
Terry Madsen			
Drew Russell	X		
Carolyn Schafer	X		

The meeting was adjourned to executive session at 8:00 p.m. Julie left the meeting at this time.

MOTION 16-012 Carolyn moved to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 8:24 p.m.

Respectfully submitted,

 Marcie Jagers, Recording Secretary

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Paul Ernst, President