

Princeton Public Library  
 Regular Meeting of the Board of Trustees  
 June 17, 2020  
 Matson Meeting Room and Zoom

1. President Carolyn Schafer convened the meeting at 7:04 p.m. Roll call attendance:

|                 | <b>Present</b> |
|-----------------|----------------|
| Jennifer Alter  |                |
| Mike Bettasso   |                |
| Tony Bonucci    | X              |
| Jan English     | X              |
| Paul Ernst      | X              |
| Steve Keutzer   | X              |
| Drew Russell    | X              |
| Carolyn Schafer | X              |
| Lani Swinford   | X              |

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

2. Agenda Adoption

Tonight's agenda is amended to include Executive Session.

3. Public Participation

4. Minutes of the May 20, 2020 regular meeting. Approved with no changes.

5. Treasurer's Report

If you have any questions, please be in touch with Jen or the finance committee.

Mike Bettasso joined the meeting at this time.

6. **MOTION 20-017** Tony moved to approve payment of bills for May 31 in the amount of \$8,303.32 and June 15 in the amount of \$4,986.70, for a grand total of \$13,290.02. Jan seconded the motion. Roll call vote:

|                | <b>Yes</b> | <b>No</b> | <b>Abstain</b> |
|----------------|------------|-----------|----------------|
| Jennifer Alter |            |           |                |
| Mike Bettasso  | X          |           |                |
| Tony Bonucci   | X          |           |                |

|                 |   |  |  |
|-----------------|---|--|--|
| Jan English     | X |  |  |
| Paul Ernst      | X |  |  |
| Steve Keutzer   | X |  |  |
| Drew Russell    | X |  |  |
| Carolyn Schafer | X |  |  |
| Lani Swinford   | X |  |  |

In comparison, expenses were basically the same amount for this period last year.

#### 7. President's Report

- Lani, Jen and Mike were all reappointed as library board trustees by the city council at their first meeting in June.
- Carolyn sent out the director evaluation form by email. Please get yours back to her. The evaluations will be discussed at our July meeting.
- Carolyn noted changes to committee assignments:  
     Building & Grounds: Steve, Jan, Carolyn  
     Finance: Jen, Mike, Tony
- Thanks to Julie and staff for navigating through the pandemic.

#### 8. Standing Committee Reports

No committees have met.

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

- Planning to advance to the next phase of opening on July 6<sup>th</sup>. Services will be by appointment only. We will require masks and social distancing and be limiting the amount of people/amount of time spent inside the library. There are still some issues to work out. These will be discussed at a staff meeting tomorrow. Discussion ensued.  
     Probable library hours:  
     10-6 M-T-Th-Fr; 10-7 W; 10-3 S
- The Capira mobile app contracts have been signed.
- Pete Nelson checked in about getting our survey included with utility bills.
- The children's census books were provided through the census grant. These activity books for kids will be included in our summer reading packets.
- Programming will not be happening at least through July. Discussion ensued regarding Covid-19 precautions.

#### 10. Staff and Administration Report

- Ron has 100 signups so far for summer reading.
- The café has been busy since reopening.

#### 11. Unfinished Business

#### 12. New Business.

13. Items for Next Agenda

Please share any agenda items with Julie. We will probably skip the August meeting.

14. Announcements

Jerry gave a brief update on city happenings.

At 7:27 p.m., per ILCS 120/2:(c)(1), Board President Schafer called an executive session to discuss library issues relating to personnel. **MOTION 20-018** Drew moved to adjourn the regular meeting to executive session. Paul 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    | X   |    |         |
| Carolyn Schafer | X   |    |         |
| Lani Swinford   | X   |    |         |

Following executive session:

**MOTION 20-020** Mike moved to approve payroll increases as proposed by the Personnel Committee effective July 1, 2020. Paul 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    | X |  |  |
| Carolyn Schafer | X |  |  |
| Lani Swinford   | X |  |  |

**MOTION 20-021** Jan moved to adjourn the regular meeting. Drew seconded the motion, motion carried. The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

\_\_\_\_\_  
Marcie Jagers, Recording Secretary

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

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

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