

Princeton Public Library
Regular Meeting of the Board of Trustees
September 20, 2023
Matson Meeting Room

President Tony Bonucci convened the meeting at 7:03 p.m. Roll call attendance:

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

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

2. Agenda Adoption
3. Public Participation
4. Minutes of the July 19, 2023, regular meeting were approved with no changes.

5. Treasurer's Report for July and August

Carolyn noted receipt of the first installment of the real estate taxes. \$150,000 has been transferred to the Central Bank money market account. The finance committee will consider investing in a CD after the second installment tax funds are received.

The line item for Supplies and Circulation is over budget. Discussion ensued. Julie will review the expenses assigned to that line item for accuracy. We are 1/3 of the way through our fiscal year and 34.9% of the budget has been spent.

6. MOTION 23-025 Jerry made a motion to approve payment of bills for July 31 in the amount of \$10,866.77, August 15 in the amount of \$4,453.72, August 31 in the amount of \$11,133.06, and September 15 in the mount of \$10,827.03, for a grand total of \$37,280.58. Jan seconded the motion, roll call vote:

	Yes	No	Abstain
Tony Bonucci	X		

Jan English	X		
Drew Russell			
Carolyn Schafer	X		
Lauren Smith	X		
Lani Swinford			
Jerry Thompson	X		

7. President's Report

Tony reported that Emily Cook has agreed to serve on the board and was approved at Monday's city council meeting. Chris Yepsen has also agreed. Tony will submit his name to the city council for approval at their next meeting.

Discussion ensued regarding the need for someone to take the Treasurer's role when Carolyn's term expires. Tony noted it would be a good idea for anyone with an interest to serve on the finance committee.

8. Committee Reports.

Building and Grounds Committee.

- Jan reported that the Friends of the Library offered to cover the expense for reupholstering the loveseat in youth services.
- There are some leather-like chairs that will need new upholstery in the coming years.
- There's a new computer and printer in the local history room.
- There will be a digitizer purchase needed in the next year or so.
- Fire equipment has been inspected by Getz.
- The video screen in the Matson Meeting Room is currently stuck in the down position. Julie has asked Quentin to troubleshoot this issue. We will add some signage explaining about the remote control and asking folks not to touch the screen.
- The people counter at the front door is 10 years old and will need to be replaced soon.
- The events screen is up in the cafe and is working out great.

Finance Committee.

Tony reported they met today to review finances for the Library Café. Carolyn distributed a financial report for the café from fiscal year 5/2020 to the present. She reviewed the numbers focusing on the cost per month. It was noted that during the capital campaign for the new library, a coffee shop was promised to patrons. The finance committee regularly considers the café financials and the board reviews numbers a couple of times per year. Following a lengthy discussion, it was agreed to seek monthly café sponsorships at \$300 per month. Tony encouraged board members to share ideas with Julie for possible sponsors. The board recognized Dave's efforts to cut café expenses and provide promotion through social media.

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

- The new Boundless app will be customizable and provide a patron's reading history.
- September is library card sign-up month, and we have 46 new sign-ups so far.

- We have two new part-time staff members: Samantha Holt and Nathan Moser.

10. Staff and Administration Report

Tony asked if anyone had questions or comments. The board was complimentary of the usage numbers and programming attendance.

11. Unfinished Business

Carolyn noted the new donor display is installed. We will be adding a longer board at the top with a descriptive name. Discussion ensued.

12. New Business.

2024 Holidays, Board Meetings & Meeting Time. Jan noted the following corrections: the library closing date for Juneteenth of Wednesday, June 19, 2024; the meeting date for June is the 19th and for July is the 17th. Discussion ensued. Due to the Juneteenth federal/state holiday, the June board meeting will be changed to Tuesday, June 18th.

Discussion ensued regarding changing the time of the board meeting to 5:00 or 5:30 pm. Tony noted the bylaws indicate a time change for board meetings can happen at the beginning of the fiscal year. This issue was tabled until a later date when the full board is in attendance.

MOTION 23-026 Carolyn made a motion to accept the proposed 2024 holidays and board meeting dates as amended tonight. Tony seconded the motion, motion carried.

13. Items for Next Agenda

Please let Julie know of any items for the next agenda. The first draft of the levy will be presented if we receive the EAV number.

14. Announcements

Karen reported for the Friends of the Library.

- The national Friends of the Library Week is 10/15 to 10/21. On 10/20, from 2-5 pm, they will set up a table and serve refreshments to thank members for being part of the organization and encourage new memberships.
- The final used book sale of the year will be 11/9 to 11/11.
- Karen will talk to their board about a café sponsorship.
- They are providing popcorn for the first Monday each month at Monday Night Movies.

MOTION 23-027 Jan made a motion to adjourn the regular meeting. Jerry seconded the motion, motion carried. The meeting was adjourned at 8:13 p.m.

Respectfully submitted,
Marcie Jagers, Recording Secretary

____ Minutes approved as read.

____ Minutes approved as amended.

____ Tony Bonucci, President