

Princeton Public Library  
Regular Meeting of the Board of Trustees  
February 21, 2024  
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   | X       |
| Jerry Thompson  | X       |
| Eileen Wolfe    |         |
| Chris Yepsen    |         |

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 January 17, 2024, regular meeting were approved with no changes. Tony distributed a copy of the January 17, 2024 executive session minutes for review. No changes were needed.

5. Treasurer's Report for January 2024. Carolyn noted:

- The Kirkpatrick CD is currently earning 4% interest and will mature on 11/14/2024. The CD for reserves is earning 4% and will mature on 4/14/2024. She will ask Monica to include these details on the balance sheet.

Note: Eileen joined the meeting at this time.

- Each month we will be transferring from the money market to the checking account to cover expenses. We have the funds to do that until August when we receive the first installment of the real estate taxes.
- This fall will be the last levy for the building as the bond will be paid off in 2025.
- Reviewed budget vs actual expenses to date. Discussion ensued.
- Please email Carolyn if you have any questions.

**6. MOTION 24-007** Jan made a motion to approve payment of bills on January 31<sup>st</sup> for \$8,086.00, and February 15<sup>th</sup> for \$8,072.32, for a grand total of \$16,158.32. Lani seconded the motion, roll call vote:

|                 | <b>Yes</b> | <b>No</b> | <b>Abstain</b> |
|-----------------|------------|-----------|----------------|
| Tony Bonucci    | X          |           |                |
| Jan English     | X          |           |                |
| Drew Russell    |            |           |                |
| Carolyn Schafer | X          |           |                |
| Lauren Smith    | X          |           |                |
| Lani Swinford   | X          |           |                |
| Jerry Thompson  | X          |           |                |
| Eileen Wolfe    | X          |           |                |
| Chris Yepsen    |            |           |                |

These expenses are about \$3,414 less than in the same period last year.

## 7. President's Report

Tony distributed Statement of Economic Interest forms. Discussion ensued. Board members should return these to the courthouse.

## 8. Standing Committee Reports

### Building and Grounds.

- Jan noted the red ramp surface of the sidewalk in the front of the building is breaking and crumbling. She will ask if the city street department can help with repair.
- A light in the East parking lot is not working and the pole is leaning. It is dark in that area at night. Discussion ensued regarding ownership of that light. More research will be done to determine who is responsible. Brad Snethen from the city electric department did some initial troubleshooting.
- Julie received a bid from Comcast for a fiber internet connection of 150 mpbs at \$500 per month. This will be much faster and more reliable. Discussion ensued.
- A woman fell at the used book sale in November and was injured. Carolyn noted there is medical coverage up to \$25,000 for any one person per incident under the current property insurance. Discussion ensued. Julie will provide her with a claim form.

Finance. Carolyn reported health insurance renewal. The rate will increase from \$2,845 per month to \$3,091; a 9.4% increase. Currently, covered employees contribute \$75 per month toward health insurance. Life insurance costs remained the same.

Carolyn reviewed financial numbers for the library café. Receipts are ticking up a bit. The monthly café sponsorships are critical to the bottom line. Discussion ensued. Jan asked if there is any consideration of adding to the operating hours, maybe to include Saturday. Carolyn said it has not been discussed. Julie said if there is a programming event that will draw a big crowd, the café will be open.

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

- She's frustrated with Thompson Electric regarding repair issues with the audio/visual equipment. Discussion ensued. She expects a repair tech to return on Friday.

## 10. Staff and Administration Report

Lani asked for clarification of rankings as reported. Julie noted our numbers reflect everyone who holds a library card, not the size of the community. Discussion ensued.

Julie noted a marked increase in audiobook borrowing.

## 11. Unfinished Business

Arukah Easement Draft. Tony explained that Sarah Scruggs, CEO of Arukah, had asked about speaking to the board tonight and was added to the agenda, but she is not present.

Jan took the initiative to get a draft easement agreement prepared by Mike and Megan at Russell, English, Scoma and Beneke. Lauren noted it seems to encompass the details the board agreed upon last month. Discussion ensued.

Tony recently learned from Sarah Scruggs and architect Ryan Keutzer that the fire department determined the location where they are requesting to install a ramp was the only viable option to meet code. As a new owner of this building, Arukah is required to comply with ADA regulations. Discussion ensued regarding language in section IV of the proposed easement agreement. Jan will discuss some edits with Mike and Megan and email the revised agreement to board members.

PLAW Act. Julie made a correction to the proposed Paid Leave For All Workers addition to the employee handbook. It is in the last paragraph as follows: "time off is accumulated each calendar year and will be carried over to the following year." **MOTION 24-008** Lauren made a motion to insert the PLAW act information into our employee handbook as required by the State of Illinois effective January 1, 2024. Lani seconded the motion, motion carried.

## 12. New Business.

Budget FY 2025. Julie distributed the draft budget as prepared by the Finance Committee. Board members were asked to review this draft as we will be voting on this budget next month. Discussion ensued regarding budget numbers resulting in some adjustments.

Julie asked for feedback on new shirts for the staff. Discussion ensued. The board agreed to pay \$10 per item toward the logo apparel for staff. Any board members that are interested can let Julie know their size and style.

## 13. Items for Next Agenda

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

## 14. Announcements

Tony shared a few new thank you notes as correspondence.

Karen reported for the Friends of the Library. February is their membership drive month. The book sale is coming up March 14-16 with members only on the 13<sup>th</sup>. They can always use more volunteers. She expressed thanks to the board for providing the space for the Friends and their book sale.

**MOTION 24-009** Jan made a motion to adjourn the regular meeting. Jerry seconded the motion, motion carried. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,  
Marcie Jammers, Recording Secretary

Minutes approved as read.

Minutes approved as amended.

— Tony Bonucci, President