

Princeton Public Library  
Regular Meeting of the Board of Trustees  
February 25, 2026, 2026  
Matson Meeting Room

1. President Jan English convened the meeting at 7:03 p.m.

Roll Call:

	<b>Present</b>
Tony Bonucci	X
Jan English	X
Ian Legner	
Drew Russell	X
Lauren Smith	X
Lani Swinford	X
Jerry Thompson	X
Chris Yepsen	

Also in attendance: Karen Towns representing the Friends of the Library and Julie Wayland, Director.

2. Agenda Adoption: Drew made the motion to pass the agenda, Lauren seconded. Motion passed.

3. Minutes from the previous meeting were reviewed. Corrections noted during the meeting:

Certificate of deposit balance on page two was corrected from \$433,000 to \$135,756.69.

Motion to accept the minutes as corrected: Lani made the motion to pass the minutes, Jerry Seconded. Motion passed.

4. Public Participation:

Karen Towns spoke (re: Friends of the Princeton Public Library, membership drive, Lorraine Sarrels donation, book sale.

5. Treasurer's Report:

CD of \$133,000 matured; reallocated as \$30,000 to checking, \$40,000 to money market, and \$63,000 into a new CD for six months at 3.75%.  
Interest was deposited into checking (approx. \$2,000).

Current assets include notes on maturation timing for Kirkpatrick CD and second CD for \$100,000 in May.

Item 1158 on the Balance Sheet, Central Bank CD 2034 for \$101,979.56 already matured and was rolled into new CD maturing in May. The total of \$995,255.84 is over by about \$100,000 because it is entered twice. Lauren will finalize that section with Monica, and it will be corrected in next month's reports.

6. Bills: Bills for period:

January 31, 2026: \$8,427.49

February 15, 2026: \$4,224.13

Total: \$12,651.62

Lauren made the Motion to approve the bills in the amount of \$12,651.62 as presented, Tony Seconded.

	Yes	No	Abstain
Tony Bonucci	X		
Jan English	X		
Ian Legner			
Drew Russell	X		
Lauren Smith	X		
Lani Swinford	X		
Jerry Thompson	X		
Chris Yepsen			

MOTION 26-3 Carried

7. President's Report:

Attended a webinar presented by the Illinois Public Library Association (ILA) about Illinois Public Library Annual Report (IPLAR) and director workload. Emphasized accuracy of minutes as a legal document and the need for continuing education for library trustees. Monica Robbins, the book keeper requested an increase in what we pay her for the month, from \$600 to \$750 a month. Finance Committee will meet to discuss.

8. Standing Committee Reports:

Personnel and Policy committees did not meet.

Finance: Budget review in progress; next meeting to finalize proposed budget for next year; consider Monica's requested salary adjustment and related insurance costs.

Building & Grounds: Carpet investigation ongoing; discussion of sealer and floating carpet tiles, cost estimates to replace around \$23,000; potential contractor reviews and warranty considerations. Decision pending based further research.

Farm Bureau grant was rejected. Next steps are to review the estimates.

#### 9. Director's Report:

- Digitization project: Considering Advanced Archives as alternative vendor to IDI; cost comparison and service scope being reviewed.
- Equipment acquisitions: 3D printer acquired; \$200 for equipment. Public access considerations for 3D printer discussed (ventilation, safety). Plan to pilot in business office, with eventual public access considerations.
- IT and email system transition: New Outlook setup; authentication across devices discussed; privacy/safety features noted.
- Study rooms and room reservations: Paperless system in use; continued improvement in training and adoption.
- Enhanced cross-system sharing of out of system resource request and fulfillment with workspaces among staff.
- Programming: March programming planned (gardening, seed swap); collaboration with Taylor's Way to attract attendance.
- Review the non-resident fee. Should be comparable to the average tax rate for those living within the city limits.
- Plaque acknowledging the contribution of particular board members in completing the shelving project has been placed on the mobile shelving unit.
- Newsletter discussion of poor delivery. For those who received them, they were late and a large number of residents have yet to receive it.

#### 10. Staff and Administration Report:

Error on the circulation report where the month of the data represented was incorrect.

11. Per capita report format reviewed prior to discussion of the first chapter the Illinois Standards on Access. The library was easily categorized in the intermediate level. Other chapters may be more applicable for improvement. Library boards may be required to participate in more continuing education, including sexual harassment prevention.

12. Unfinished Business: None.

13. New Business. The budget is higher in revenue without the bond, this is offset by higher monthly expenses, reviewed where we are this year to figure out next year. Overall, the budget was helped a lot by the city agreement of May payback for PPRT and utility payments. Health insurance also went up considerably.

Monica's requested salary increase is \$150 per month, for \$9,000 total increase for the year,. We currently have \$8,000 budgeted. Board will look over and decide at the next meeting in March.

Any questions, reach out to a member of the Finance Committee.

Items for Next Agenda: Please let Julie know of any items for the next agenda.

14. Announcements: None.

15. Adjournment: Tony motioned and Drew seconded motion.

MOTION 26--4 The meeting was officially adjourned at 7:55 pm.

Respectfully submitted,

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Julie Wayland, Director

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

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

\_\_\_\_\_ Jan English, President