Princeton Public Library
Regular Meeting of the Board of Trustees
Matson Meeting Room

1. President Jan English, convened the meeting at 7:05 p.m.

Roll call:

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

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

2. Agenda Adoption: No changes to the agenda were proposed. Agenda was adopted by unanimous consent.

3. Minutes from the February 2026 Meeting were approved, revised minutes were distributed, with updates clarifying prior discussion regarding a plaque mounted on the mobile shelving unit.

4. Public Participation:

Karen Towns provided an update on preparations for the upcoming Friends of the Library book sale. The member preview will be held Wednesday from 4:00–6:30 p.m., followed by the public sale, beginning on Thursday morning. She reported that donation levels have been strong, with storage areas currently full and a good variety of materials available.

Karen also shared an update on membership, noting that they have over 50 lifetime members, approximately 40 individual members, and about 10 family memberships, totaling over 100 members. She indicated that membership recruitment efforts have been successful.

5. Treasurer's Report:

Lauren presented the Treasurer's Report and explained discrepancies noted at the previous meeting. She confirmed that a previously missing $100,000 certificate of deposit had not been lost but had not been properly linked in the reporting system.

She reported that:
- Total assets are approximately $946,000
- A CD that matured in December was rolled into a new $100,000 CD at 3.75% interest, maturing in June.
- Approximately $4,000 in interest was earned and deposited into the checking account.
- An error, in which interest was temporarily deposited into an unrelated account, was identified and corrected.

Lauren noted that financial reports will be fully accurate and reconciled by the April meeting.

6, Bills:
Bills for February 28, 2026: $13,852.60, March 15, 2026: $5,315.14. The Total was $19,167.74.

This represents a decrease of $1,356.00 compared to the same period last year.

Tony motioned and Lani seconded to approve payment of the bills.

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

MOTION 26-5 Carried

7. President's Report:

Jan reported that Stephanie Reinhardt has been appointed to the Board and approved by the City Council. She brings professional accounting experience and has strong ties to the library through family involvement.

Jan also noted that a letter was sent to Elliot Wolf thanking him for his interest in serving on the Board and encouraging future involvement.

Discussion was held regarding transitioning from mailed board packets to digital distribution. Concerns were raised about postal delays, rising costs (approximately $2 per packet plus materials and staff time), and inefficiency. The Board agreed to begin a trial period using digital delivery, with printed copies available at the library for those who prefer them.

8. Standing Committee Reports:

Finance:

The Finance Committee reviewed and approved an adjustment to the bookkeeper's salary. The Board discussed that the position had not received an increase since 2021 and that responsibilities have expanded, including new monthly reporting requirements for café sales tax.

The Board also considered the cost and difficulty of replacing the position and determined the adjustment to be reasonable and in line with market rates.

Building & Grounds: Discussion included several maintenance and facility issues;

- Women's Restroom: A leaking and unstable toilet will require removal to fully assess the situation, and may involve drywall, and tile work. The Board emphasized the importance of coordinating repairs to avoid having more than one stall out of service at a time.

- Automatic Restroom Doors: A previously pursued grant was not awarded. The Board discussed exploring alternative funding sources for the estimated $6,000 project, recognizing its importance for accessibility.

- Carpet Replacement: Replacement options are being reviewed, including carpet tiles that match existing flooring. The estimated cost is approximately $23,000. While the current condition is not an immediate hazard, the issue will continue to be monitored and funding options explored.

- Storm Room Improvements: New lighting has been installed. Additional improvements are planned, including an occupancy sensor and emergency lighting to ensure safety in the event of a power outage. Estimated cost is a few hundred dollars.

Policy: No Report
Personnel: No Report

9. Director's Report:
- Julie reported ongoing work with Advanced Archives to digitize library records. Due to cost constraints, the project will be completed in phases, with priority given to recent years (2021–present) where no microfilm copies exist.

Julie highlighted Library Giving Day on April 1, during which the library plans to raise funds to purchase approximately 10 e-books/audiobooks (estimated at $100 each). Promotion will include signage, a press release, electronic sign, facebook, and the website. She also noted continued advocacy efforts related to the high cost and licensing limitations of digital materials such as eBooks and audiobooks.

- Staff engagement remains strong, with positive feedback on new staff shirts

- Efforts are underway to obtain a replacement television through Walmart
- Reached out to our Insurance agent to sponsor the cafe in April, but have not received a response
- Reviewed the non-resident fee, and $94 is an appropriate amount
- Upcoming programs include PHS Wellness Day and the Library Road Trip program with other area libraries

10. Staff and Administration The Board noted strong participation in youth programming, particularly preschool events, which continue to draw high attendance and community engagement.

11. Library Standards Chapter Two: Advocacy and Community Engagement. We are mostly at the core level, with some intermediate level accomplishments.

12. Unfinished Business: FY2027 Budget

Tony presented the proposed budget, noting adjustments made to offset increased accounting expenses. Reductions were made in digital materials and administrative costs by replacing Boundless with Palace. The Finance Committee also reduced the amount for board secretary, since we started taking minutes internally.

The budget includes a one-time reimbursement from the City from the Personal Property Replacement Tax (PPRT).

Lani motioned and Lauren seconded to approve the FY2027 budget as presented.
Roll call vote: all ayes. Motion carried.

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

13. New Business: Lani sent a thank-you note to Eileen in recognition of her service on the Board, along with congratulations on the birth of her child (11 pounds-not 14).

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

15, Announcements: None

Tony made a motion to adjourn the regular meeting. Chris seconded the motion, motion carried. The meeting was adjourned at 7:55 pm.

Respectfully submitted,
Julie Wayland, Director

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Jan English, President