Princeton Public Library
Regular Meeting of the Board of Trustees
May 21, 2026
Matson Meeting Room

1. President Jan English called the meeting to order at 7:00 p.m.

Roll Call:

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

Absent: Tony Bonucci and Jerry Thompson

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

2. Agenda Adoption:

Motion: Chris Yepsen moved to adopt the agenda.
Second: Drew Russell.
Motion carried by voice vote.

3. Public Participation:

- Karen Towns, reported on behalf of the Friends of the Library. Preparations are underway for the Friends' Summer Book Sale, scheduled for July 23–24. Towns noted that donations of clean, gently used books have declined and encouraged community members to continue supporting the sale through donations.

- Towns also announced the recipients of the Friends' annual awards. Olivia Fox, a graduating senior, received the Betty Pretzsch Reading Award.

- The Friends had also selected a Volunteer of the Year recipient, though notification had not yet been made at the time of the meeting.

- The Board thanked the Friends for their continued support of the library and its programs.

4. Approval of Minutes

The Board reviewed the minutes of the April 15, 2026 Regular Meeting.

Motion: Chris Yepsen moved to approve the April 15, 2026 minutes as presented.
Second: Drew Russell.
Motion carried by voice vote.

5. Treasurer's Report: Lauren Smith presented the Treasurer's Report.

The library is currently participating in the City of Princeton audit process. Staff and financial personnel have been responding to requests for documentation and information as needed.

Smith reported that a certificate of deposit associated with the Kirkpatrick bequest matured during the month. Interest earnings of approximately $5,429 were deposited into the checking account, and the principal balance of approximately $293,000 was reinvested into a new six-month CD at 3.75%.

Trustees discussed the restrictions placed on the Kirkpatrick bequest principal and the legal process that would be required to modify those restrictions under extraordinary circumstances.

A second CD totaling $100,000 matured on May 18. We transferred (1152). $30,000 transferred to the money market account, $30,000 transferred to checking, and $40,000 reinvested into a new six-month CD at 3.75%. We received $1,800 in interest.

A third $100,000 CD is scheduled to mature on June 12. The Finance Committee recommends placing those funds into checking and money market accounts to support summer operating expenses until property tax revenue is received later in the year.

The Board also noted that the City continues to reimburse the library approximately $1,000 per month for utilities. The anticipated $10,000 reimbursement from the City had not yet been received but is expected during the first month of Fiscal Year 2027.

The Board discussed the purpose of the library's CD investments and the limitations imposed on public libraries regarding investment options. President English explained that the CDs serve as a means of preserving and earning interest on property tax revenues until the funds are needed for operating expenses.

6. Bills: Bills presented totaled:

April 30, 2026: $8,331.64
May 15, 2026: $9,360.30
Total Bills: $17,691.94

Trustees noted that expenditures were higher than the same period the previous year, due in part to delayed invoicing from service providers, including maintenance and technology contractors.

Motion: Lauren Smith moved to approve payment of bills totaling $17,691.94.
Second: Lani Swinford.

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

MOTION 26-7 Carried.

7. President's Report:

President English requested feedback regarding the transition from mailed board packets to digital distribution.

Trustees reported that the digital format has been convenient and accessible, while also reducing postage expenses and eliminating delivery delays. Trustees agreed to continue receiving board packets electronically. Printed copies will continue to be available at meetings for anyone would like one.

8. Standing Committee Reports:

Building and Grounds

The Building and Grounds Committee did not meet.

Jan reported that repairs to restroom fixtures had been completed successfully. Carpeting issues remain stable, and seasonal landscaping work is ongoing. New summer reading banners have been installed and were well received.

Policy Committee
Julie reported that a provision had been added to library policy allowing patrons to appeal decisions that restrict or suspend library access. The recommendation followed guidance received during the PrairieCat Resource Sharing Alliance Summit.

Trustees discussed creating a more formal appeals process, including time limits, and other procedures for patrons to present their concerns to the Board. The Policy Committee will continue developing language and procedures for review at a future meeting.

Finance:

Personnel:

9. Director's Report:

Director Wayland presented her monthly report.

American Library Association Conference
Julie reported that she plans to attend the 2026 American Library Association Annual Conference in Chicago that will be held June 27–29. Trustees expressed support for attendance. Staff members have also been offered the opportunity to attend the conference exhibits through a coordinated bus trip organized by the LaSalle Public Library. The library will cover exhibit admission costs, and trustees expressed support for assisting staff participation.

Bureau County Republican Digitization Project
The library is transitioning its newspaper digitization services to Advanced Archives. The company currently works with several regional libraries and offers a more affordable and flexible pricing structure than the library's previous vendor. Advanced Archives will begin digitizing 2021 editions of the Bureau County Republican, continuing the library's effort to close a multi-year gap in digital newspaper availability.

Employee Evaluations
Annual staff evaluations were completed during the month.They were productive and generated several operational improvement ideas. As a result, staff will be updating job descriptions to better reflect current responsibilities and workflows. Staff will also undertake a review of electronic files and shared drives to remove obsolete records and improve organization.

Community Outreach
The Rotary will sponsor the cafe for June. We will help the Rotary promote Shrimpfest on June 6th.

Exhibit Reception
The reception for the current exhibit was successful and drew a strong attendance despite competing community events.

Facilities Networking Event
Julie attended a facilities management networking meeting hosted by the Barrington Area Library. Topics included custodial services, roofing, carpeting, building maintenance, and long-term facility planning.

The event provided valuable networking opportunities and ideas that may benefit future building projects and maintenance efforts at Princeton Public Library.

Preparations for Summer Reading are underway, with programming scheduled to begin June 15th.

The library is also developing programs related to the nation's upcoming 250th anniversary celebration. While public enthusiasm has been mixed, staff continue planning educational and commemorative activities.

10. The Board reviewed Collection Management of the Illinois Public Library Standards.

Dana reviewed the standards and determined that the library currently meets or exceeds nearly all applicable benchmarks, including several advanced-level standards.The only area identified for future development involves creation of a formal two- to three-year collection evaluation schedule. Staff will work toward developing a more structured process.

Trustees agreed that the library continues to maintain a strong, responsive collection that reflects community needs while also providing access to additional resources through interlibrary loan services.

The Board concluded that Chapter 4 standards had been satisfactorily reviewed and completed.

11. Staff and Administration Report:

12. Unfinished Business:

There was no unfinished business.

13. New Business: Board Appointments

The Board discussed trustee appointments scheduled for renewal in 2026. Julie will contact trustees whose terms are expiring to determine their interest in reappointment.

Officer appointments were deferred until the June meeting.

14. Executive Session

Motion: Drew Russell moved to enter Executive Session for discussion of personnel compensation.
Second: Ian Legner
Motion carried by voice vote.

The Board entered Executive Session.

15. Drew Russell moved to return to Open Session.
Second: Stephani Reinhardt.
Motion carried by voice vote.

Ian Legner moved to approve a 3.5% cost-of-living increase for all full-time and part-time library employees for one year, retroactive to May 1, 2026.
Second: Chris Yepsen.

Roll Call Vote:

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

MOTION 26-8 Carried.

16. Items for Future Agendas
Policy appeal procedure review, Officer appointments, 2026 trustee reappointments

17. Announcements
Trustees congratulated Ian Legner on his recent marriage and on successfully passing the Certified Financial Planner (CFP) examination.

18. Adjournment
Motion: Drew Russell moved to adjourn the meeting.
Second: Stephani Reinhardt.

Motion carried by voice vote.

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

_____
Julie Wayland, Director

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Jan English, President