Princeton Public Library
Regular Meeting of the Board of Trustees
June 17, 2026
Matson Meeting Room

1. The meeting convened 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	X
Chris Yepsen	X

Also in attendance:
Julie Wayland, Library Director

2. Agenda Adoption:
Chris Yepsen moved to adopt the agenda as presented. Lani seconded the motion. Motion carried.

3. Public Participation: There was no public participation.

Tony Bonucci entered the meeting.

4. Minutes from
The Board reviewed the minutes of the May 20, 2026 meeting. No corrections were noted.

5. Treasurer's Report:
Lauren Smith reported that the City audit remains in progress, with assistance from Library Director Julie Wayland and bookkeeper Monica Robbins. The Board was informed that Princeton's sales tax rate will increase from 8% to 8.5%, effective July 1.

Lauren commended Dave and Abby for their accurate handling of café deposits and noted that she will work with Cori and Lark regarding the café deposit process.

A $100,000 CD matured on June 12. The Library transferred $30,000 plus $1,852.66 in interest to checking and moved $70,000 to the money market account to help provide cash flow through the summer. Two additional CDs are expected to mature in August. The Board also discussed the timing of property tax payments and the potential impact on the Library's cash flow.

Drew Russell asked about interest income associated with the Kirkpatrick Endowment. Tony Bonucci explained that the interest had previously been included in a general interest category rather than separately classified. The accounting has now been corrected so Kirkpatrick interest is reported separately.

6. Bills: The Board reviewed bills totaling $8,685.04 for May 31 and $7,872.62 for June 15, for a combined total of $16,557.66. The total was $5,133.67 less than the comparable period last year. The Board unanimously approved payment of the bills.

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

7. President’s Report:
President Jan English reported on updated Board committee assignments. Stephanie Reinhart was added to the Finance and Personnel committees, Eileen Wolf was removed, and Jan was moved to the Personnel committee.

Lani reported on several recent donations, including contributions for the Summer Reading Program and memorial gifts. Thank-you acknowledgments were sent to donors.

The Board also discussed the use of AI to assist with preparing meeting minutes. Members noted that the minutes have become more detailed and comprehensive as the process has been refined.

8. Standing Committee Reports:

No committees met

Building & Grounds:
The main focus of the Building & Grounds discussion was the installation of automatic door openers for the Library restrooms. The project is being pursued as an accessibility improvement, particularly for patrons using wheelchairs or walkers who may have difficulty operating the heavy restroom doors.

The Board is seeking grant funding and has learned that the project appears to qualify under the Starved Rock Country Community Foundation's grant guidelines. A more precise electrical estimate is needed before submitting the request. The current estimate is approximately $6,500, although the cost may be lower depending on the electrical work required. The Board discussed the possibility of combining multiple partial grants if necessary.

If grant funding is not sufficient, the Board discussed potentially using approximately $10,000 owed by the City under the existing MOU to help pay for the project.

The committee also discussed a flange discovered during the annual fire system inspection that appears to have been left in place after a previous system test. The Board questioned why the object had remained for several years and whether the Library should have to pay for its removal. The fire department will be contacted to determine whether the object needs to be removed and whether it presents any safety concerns. Tony suggested reviewing historical financial records to determine which fire system company may have installed the flange.

The Board also discussed a leak in the Library fountain. Dave Hornbaker, who originally installed the fountain, inspected and repaired the issue at no charge, also trimming nearby branches and restoring the surrounding rocks. The fountain is now functioning properly.

Finance: No report.

Personnel: No report.

Policy:
The Policy Committee did not meet during the month. Drew Russell reported that the committee needs to review the Library's policy concerning patron restrictions and suspensions.

The Board discussed the recommendation that the policy include a more detailed appeal process. The current policy change allows a patron to appeal a staff decision to the Director, but the Board discussed the need for clearer procedures regarding an appeal to the Board, including timelines and how the Board would handle and respond to an appeal.

9. Director’s Report:
Julie Wayland reported that the City audit is ongoing and that the Library's annual insurance certification is also due. She plans to begin the certification process and may seek assistance from Carolyn Schaefer, who has helped with the process in previous years.

The IPLAR report is approximately 75% complete, with remaining work including program information and public computer usage data. The report is due at the end of the month. Julie also reported that she will be attending the ALA conference. Summer Reading has begun with the theme "Unearth a Story." Ron and Jackie created an extensive dinosaur-themed display in Youth Services using cardboard dinosaurs. The Board discussed the possibility of using a letter-writing campaign to seek additional donations from community supporters.

The Board revisited the restroom accessibility issue and agreed that automatic door openers would be a worthwhile project to pursue.

The Library's per capita funding increased from $11,630 to $13,314.40, providing an additional $1,684.40 in funding. Julie also submitted an invoice to the City, along with documentation referencing the MOU, to request the approximately $10,000 owed to the Library. The adult Summer Reading Program is underway with a Book Bingo theme.

10. Staff and Administration Report: No comments.

11. Review the IL. Library Standards - Chapter 4, Finance & Budgeting
The Board continued its review of the Library Standards, focusing on Finance and Budget. The Board determined that the Library meets many of the core standards related to having a written and electronically maintained budget, tracking revenues and expenditures, reviewing monthly bills, maintaining financial controls, changing authorized account signers when officers change, and using appropriate bookkeeping practices.

The Board also discussed higher-level standards, including regularly reviewing and updating financial policies, maintaining a public transparency page, seeking nontraditional fundraising sources, and developing a formal long-term financial plan.

The Board noted that some standards are geared toward district libraries, while Princeton Public Library operates as a City library and is therefore covered by certain City processes, including the City audit.

A significant portion of the discussion centered on long-term financial planning. The Board acknowledged that the Library does not have a large unrestricted endowment and relies heavily on tax revenue. Tony Bonucci noted that the Library has improved its financial management by earning interest on funds that are not immediately needed while remaining within the investment restrictions applicable to the Library.

Additional standards will be reviewed at future meetings.

12. Unfinished Business:

No unfinished business was reported.

13. New Business:

The Board revisited officer appointments. The current officers indicated their willingness to continue:

Jan English – President
Drew Russell – Vice President
Lani Swinford – Secretary
Lauren Smith – Treasurer

The Board also discussed upcoming trustee terms. Chris Yepsen, Stephanie Reinhart, and Lani Swinford agreed to continue serving for another three-year term. Julie Wayland will contact City Hall to begin the process of having the terms placed on the City Council agenda for reappointment.

14. Items for Next Agenda: The Board agreed to take July off and resume regular meetings in August. An emergency meeting could be called if an urgent matter arises.

The primary item expected for the next regular agenda is the Policy Appeal Procedure Review, along with any additional items submitted to Julie Wayland.

15. Announcements: None.

Lani moved to adjourn the meeting at 7:55 p.m. Jerry seconded the motion. Motion carried without objection.

MOTION 26--2 The meeting was officially adjourned at 7:55 pm.

Respectfully submitted,

_____
Julie Wayland, Director

_____ Minutes approved as read.

_____ Minutes approved as amended.

_____ Jan English, President