

Pontiac Public Library
Board of Trustees Meeting Minutes
January 9, 2017

The Pontiac Public Library Board of Trustees met on January 9, 2017. President Connie Snyder called the meeting to order at 5:30pm.

The roll call was answered by Bruce Koerner, Curt Myers, Lisa Martin, Connie Snyder and Kathy McLean. Also present was library director Kristen Holzhauser.

Consent Agenda:

Trustees reviewed the minutes and paid bills from December. Curt Myers moved to accept the minutes and bills as presented. Bruce Koerner seconded. All were in favor, motion passed.

Correspondence:

A patron asked if the library could proctor an exam. Kristen researched and found the library can offer this type of service. Kristen will proctor exam as requested and in future provide said service on a case by case review.

Request from State Farm for used computers has been granted. They will donate 21 personal computers and 4 laptops. Entre Solutions ll will begin installation soon. Some of the old computers are still usable and a few will be saved as back-ups. Kristen suggested donating the remaining equipment to the new Flanagan Library.

Director's Report:

Two large boxes of mittens and gloves were collected and donated to District 429 schools. The Food For Fines donations will be shared between the two local food pantries. WJEZ has been very helpful in getting the word out about library activities and charitable projects. Their assistance helped to make these events very successful.

December 17th the library was closed early due to inclement weather.

The final drafts of the Live and Learn and Per Capita Grants were presented. They will be submitted this month.

During the slower months of January and February, the staff will be working on cleaning, organizing and collection weeding projects.

The part-time circulation clerk position has been posted. Jen started working full time on January 3rd, so currently staffing is not a problem.

Upcoming programs include: Community training for new printer system, *Frozen* lunch and a movie, jigsaw puzzle table and adult coloring.

Committee Updates:

Finance Committee:

No Report

Building and Grounds Committee:

Bruce added the mission statement and future plan for maintenance and long term goals to the bid from Apace Design which will be included in the Live and Learn Grant request. We will need to keep looking for new grants to support ongoing building and maintenance projects. Kristen suggested we do an annual fund-raiser to contribute to these projects.

The window bid has to published in the Leader three times in March. Window replacement will begin in May.

Management Committee:

No report

Old Business:

Live and Learn Grant (see Building and Grounds report above).

New Business:

Continuing education for staff-Jen will begin a four week on-line STEAM training course. The cost is \$25.00 and begins January 17th.

Kristen and Grace will attend a Cataloging workshop sponsored by RAILS on January 26th. There is no cost, but the workshop is in Peoria, so Kristen will be reimbursed for mileage.

Executive Session:

There was no need for an executive session, but it has been routinely added to the agenda “just in case”. As of February, this practice will stop and Executive Session will only appear on the agenda if there truly is a need.

Trustee Closing Comments:

The board asked if the new reduced hours by the cleaning service is satisfactory. It is, and we will continue with the current schedule.

There was no other business to discuss. Curt Myers moved to adjourn the meeting. Lisa Martin seconded the motion. All in favor, motion carried.

Respectfully submitted,

Connie Snyder, President

Kathy McLean, substitute Secretary