

Pontiac Public Library
Board of Trustees Meeting Minutes
February 8, 2016

The Pontiac Public Library Board of Trustees met on February 8, 2016. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by, Curt Myers, Eric Hoover, Connie Snyder, Penny Dye, Kathy McLean, Bill Bertram, and Lisa Martin. Also present was Robert Roarty, Sue Strauch, and Levada Lee.

Consent Agenda:

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

Correspondence:

A thank you card from Vickie Cunningham who retire in January was passed around.

Directors Report (Sue Strauch, Levada Lee, and Robert Roarty):

Vickie Cunningham's last day was Saturday January 30th.

Robert Roarty finished the Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey.

Story times are being offered on Tuesday, Wednesday, and Thursday. Lego Club is meeting on Wednesdays. Don Hicks presented his program "Post Card Collection" on January 20th. Robert Roarty presented his program "Using You New Tablet" on February 26th. Fire Chief Scott Runyon will be giving his program "Safety First" tomorrow.

There are two program scheduled for March, "Smart Phone Training and Safety Class" and the Livingston County Historical Society's monthly program which will feature local author, Dale C. Maley.

The Dunkin Donuts grand opening fundraiser was very successful for the library raising over \$650 that will be used to offset the cost of reupholstering several of the chairs in the library.

Complaints have been received from some patrons regarding people loitering near the front entrance smoking and using foul language. The police department will be contacted to see what can be done about increasing their presence in the area.

Levada contacted Kone Elevator and was able to get them to agree to cancel our contract that renewed by accident because is occurred at the time the library lost its director.

An estimate was received to have 10 of the libraries red chairs reupholstered for \$700. The funds received from the Dunkin Donuts fundraiser will be used to repair the chairs.

Durham electric replaced the batteries in some of the emergency lights, more batteries have been ordered to finish the rest of the emergency lights.

Committee Updates:

Finance Committee: Tentative budget for fiscal year 2017 was handed out and will be reviewed and approved at next month's meeting.

Building and Grounds: No report

Management Committee: The committee was looking at using a consultant to help with the hiring of the next library director. We provided the consultant details about the position and the library to review. Following the review, the information we provided the consultant declined our request for assistance in the search process.

An add was placed in the paper for a part-time circulation clerk. Several applications were received and are going to be reviewed at the next Management Committee meeting.

Old Business:

Painting of Library – The painting of the library walls is expected to start this week. The children's area will be done first.

New carpet – In addition to the estimate received for the replaceable carpet squares, an estimate has been received for commercial grade carpet. The estimates will be used to apply for a mini grant that could cover most if not all of the cost of the carpet.

Glass case for children's area – A donation of approximately \$920 was received to purchase a display case for the children's area. Several options were reviewed and the consensus of the group was glass cabinet with shelves from Wright's Furniture

New Business:

Website – The library's website was hacked and had to be taken down. A temporary link was set up on the City's website to allow access to the online catalog. The library has two options going forward, we can hire someone clean the existing website of the malicious links that were placed as a result of the hack and use our existing domain or we can add a webpage to the City's domain. Robert Roarty mocked up a full service webpage for the library through the City's website host for the Board to review. The consensus of the Board was to switch to the City's website which would be more secure than our existing site

Public Comments:

None

Executive Session:

Bill Bertram moved to go into executive session for the following reasons:

- (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

The motion was seconded by Lisa Martin. All were in favor, motion passed.

Following executive session there was no further discussion. Bill Bertram moved to adjourn the meeting. Lisa Martin seconded the motion. All in were in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary