

Pontiac Public Library
Board of Trustees Meeting Minutes
February 13, 2017

The Pontiac Public Library Board of Trustees met on February 13, 2017. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by, Eric Hoover, Connie Snyder, Curt Myers, Penny Dye, Bill Bertram, Sherri Kalkwarf, and Kathy McLean. Also present was library director Kristin Holzhauser.

Consent Agenda:

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

Correspondence:

Received confirmation that the Per Capita and Live and Learn Construction Grants have been received and are being reviewed.

Directors Report:

The library had a total of 26 volunteer hours during the month.

As previously noted the Per Capital Grant and the Live and Learn Construction Grant were received by the state and are under review. Kristin has received a request to attend the Live and Learn Review Committee's voting meeting in Springfield on March 2nd.

The ILLINET Library certification for the state has been completed and Kristin is working on the IPLAR which is due by the end of April.

The library hosted a group of student from Grace Christian School for a tour of the library in January. The library also saw its largest group for the Lunch and Movie held on January 21st with 58 in attendance. The Lego Club continues to see an increase in participation. Heartland Head Start will now be joining Tuesday story times twice a month and Futures Unlimited is starting a club that will meet that at the library twice a month.

Kristin picked up 21 desktop computers and 4 laptops received from State Farm and she will be working with Entre Solutions over the next few months to prepare the computers for library use.

Grace and Kristin attended the OCLC cataloging workshop in East Peoria on January 26th

The Tri-County Librarians held there monthly meeting on February 10th at the library. The U of I Extension office has confirmed that they will be able to host the STEAM Team at the library starting in March which will be a great lead in for the Summer Reading Program.

Upcoming programs include a Valentines Party on February 18th, Painting Party on February 23rd, and Gardening Program on March 2nd.

Committee Updates:

Finance Committee:

Eric met with Kristin to discuss the budget which will be discussed under new business.

Building and Grounds:

Bid for the repairs to the exterior of the building has been placed.

Management Committee:

No report

Old Business:

East Building Repairs – Pre-bid meeting for the exterior repairs will be held tomorrow. We have received requests from 5 interest parties so far and the opening is scheduled for February 23rd. The next library meeting will be moved to March 6th in order to review bids received.

New Business:

'17-18 Budget – Kristin provided a draft of the library budget for review and discussion. Revenues were projected at \$353,164 which is slightly down from prior year due to \$5,000 decrease in the state Per Capita Grant. Material expenses remain at approximately 12% of operating revenues and total expense are projected to be comparable to last year at \$407,425. An increase in continuing education was requested by the Trustee after review. The budget will be revised and presented for review and approval at next months meeting.

Executive Session:

Sherry Kalkwarf 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 Bill Bertram. All were in favor, motion passed.

No actions were required following executive session.

Trustee Closing Comments:

None

There was no other business to discuss. Bill Bertram moved to adjourn the meeting. Kathy McLean seconded the motion. All in were in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary