

Pontiac Public Library
Board of Trustees Meeting Minutes
March 6, 2017

The Pontiac Public Library Board of Trustees met on March 6, 2017. President Connie Snyder called the meeting to order at 5:30PM.

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

Consent Agenda:

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

Correspondence:

Nothing to report.

Directors Report:

The library had a total of 27 volunteer hours during the month.

The U of I Extension office and the library will start a STEAM Team for ages 8-18. Each month will have two themed STEAM events with this month focusing on crime scene science.

Upgrades to the public computers will begin on March 31st. Since the computers were received through a grant only the necessary licensing programs will have to be purchased. Staff computers are expected to be upgraded sometime in May. All upgrades are expected to be within budget.

There were about 30 people in attendance for the Valentine Party and positive feedback was received via social media following the event. A Painting Party was also held during the month and was well attended with 18 people participating.

Kristin is looking to finish staff reviews by March 31st and is working to complete the IPLAR which is due by mid-April.

March programs include a gardening program hosted by Master Gardner Connie Kostelc, STEAM Team Crime Scene Science events, Intro to Smartphones by Illinois Valley Cellular, Lunch and Movie-Shrek, and a Community Cares Systems presentation on Medicare.

Planning has begun for the summer reading program which will have weekly themes and a daily STEAM activity. The summer reading program is scheduled to run from June 12th to July 29th.

Committee Updates:

Finance Committee:

The library has some CDs maturing over the next several months and continue to look to maximize the rate on those funds while considering cash flow needs for pending building repairs.

Building and Grounds:
Nothing to report.

Management Committee:
Nothing to report.

Old Business:

Live and Learn Construction Grant – Kristin attended the awards committee meeting with the State via teleconference. The library scored very well on the grant coming in 5th but was not awarded any funds. Kristin reported that the top 3 received full funding and the 4th received partial funding. The grant would have helped offset the cost of the repairs needed to the exterior of the building.

FY '17-'18 Budget - Kristin provided a copy of the proposed library budget for review and approval. Revenues were projected at \$350,938 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 slightly higher than last year at \$420,075 with most of the increase being related to employee salary and benefits. The shortfall will be covered by existing reserves. Bill Bertram moved to approve the budget as presented. Eric Hoover seconded. All were in favor, motion passed.

New Business:

Exterior Renovation Project – Bids for the exterior renovation/repairs were placed and the bid opening occurred on 2/23/17. There were a limited number of bids with the lowest bidder being McCoy Construction with \$93,000. They are familiar with work and completed the window work done on the second floor several years ago. The libraries architect reviewed the bids and has recommended the library accept the low bid from McCoy Construction. The board discussed the necessity of the project know that the grant funding will not be received. The consensus of the Board members was that further delay could result in additional water damage and result in higher repair cost in the future. Bill Bertram moved to accept the McCoy Construction bid. Lisa Martin seconded. All were in favor, motion carried.

Trustee Closing Comments:
None.

There was no other business to discuss. Sherri Kalkwarf moved to adjourn the meeting. Penny Dye seconded the motion. All in were in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary