

Pontiac Public Library
Board of Trustees Meeting Minutes
March 14, 2016

The Pontiac Public Library Board of Trustees met on March 14, 2016. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by, Eric Hoover, Connie Snyder, Penny Dye, Kathy McLean, Bill Bertram, and Sherri Kalkwarf. Also present were Robert Roarty, Sue Strauch, and Levada Lee. Present from Flanagan Public Library District Kim Wargo and Mike McGuckin.

Consent Agenda:

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

Correspondence:

A message was reviewed from a patron complementing how nice the library looks after being painted. A couple of applications were also received for the director's position and were passed on to the Management Committee.

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

Robert reported that the IPLAR is due 60 days after the end of the business year. He will be working on the report and will need assistance with financial and circulation matters. He will also be on vacation from April 10th to April 25th.

The library maintains a microfilm version of the Daily Leader and an electronic database of the Daily Leader through Newsbank. Both versions cost approximately \$1,300. The Daily Leader usually pays for the microfilm version, but that invoice was inadvertently paid by the library. Robert will discuss the situation with the Daily Leader.

The library website through the city's website is fully operational. Robert is looking for some missing minutes for the website. Eric and Kathy are going to look to see if they can locate the electronic versions in their files.

Sue and Levada reported that two new part-time circulation clerks have been hired. Volunteer hours for the month were 32.5.

Story times are being offered on Tuesday, Wednesday and Thursdays and Lego Club on Wednesday. We are continuing to provide home bound services and Robert has several more adult programs lined up, one in April, May, and June. The Historical Society will be meeting at the library on March 24th at 7:00 and a Smart Phone workshop will be held on March 29th. Mary Lynn visited Central School classes with "Clifford" the dog and talked about reading.

Robert, Levada, and Sue met with Police Chief regarding concerns with loitering around the library entrance. Officer will try to drive by more often and do an occasional walk through. Sue noted we are already seeing a reduction.

The city workers have finished most of the painting, and are looking to replace a metal plate on the door on the east side that has rusted through. Fifteen of the read chairs have been re-upholstered and the black bench in from of the library has been moved further west to keep smokers away from the front door.

New cubbies have been placed in the program room and Wright's has delivered the bookcase given in memory of Jeanne Lyons. The computer carrels and desk from the children's area have been placed in the Quiet Room. Connie has made arrangements to get memorial plaques for the new items.

Committee Updates:

Finance Committee: Budget for fiscal year 2017 completed and to be reviewed and approved under new business.

Building and Grounds: Library has been painted. Patrons have been complementing on how nice the library looks.

Management Committee: Several applicants were reviewed for the clerk positions available, two new employees were hired. Adds to for the library director position have been placed.

Old Business:

New carpet – Deadline for submitting the carpet for the mini-grant was missed. We will continue to pursue options to cover the cost of new flooring. The Building and Ground committee will continue to work on this project.

Lighting Upgrade – Discussion postponed.

Flanagan Public Library District Service Agreement – Trustees from the Flanagan Public Library District Kim Wargo, President, and Mike McGuckin, Secretary, presented a proposed service agreement between Flanagan Public Library District and Pontiac Public Library. Under the agreement we would provide library service for households in Flanagan's district through December 31, 2016 and be reimbursed \$60 per family up to \$4,200 for that time frame. The purpose of the agreement is so that families in Flanagan's district can receive library service while their library is under construction. They expect construction to be completed before the end of the year. The Flanagan Trustee's will validate residency and sign a pre-numbered form for each resident to bring into the library to get a card. The cards will be set up to expire December 31. Eric Hoover motioned to approved the agreement between Flanagan Public Library District and Pontiac Public Library. Bill Bertram seconded. All were in favor, motion passed.

New Business:

Public Comments – None

Volunteer Month – April is volunteer month. The board discussed how best to recognize the volunteers that regularly give their time to the library. Sue and Levada will work with Connie and Sherri later this month to come up with an appropriate way recognize our volunteers.

2016-2017 Budget – Eric Hoover provided a copy of the proposed budget for review. Total budgeted revenue is 353,164 and budgeted expenses 393,425. The proposed shortfall of \$40,261 will be covered from the library reserves. The only changes in expenses from the prior year were an increase in salaries and benefits approximately \$9,000 and an increase in new equipment expense of \$2,500. The primary increase in salary and benefits is related to the libraries current search and future hiring of a library director. The increase in new equipment is for the replacement of several of the aging public PCs. Sherri Kalkwarf made a motion to approve the budget as presented. Penny Dye seconded. All were in favor, motion passed.

Executive Session:

Eric Hoover 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.

Following executive session there was no further discussion. Bill Bertram 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