

Pontiac Public Library
Board of Trustees Meeting Minutes
July 11, 2016

The Pontiac Public Library Board of Trustees met on July 11, 2016. President Connie Snyder called the meeting to order at 5:35PM.

The roll call was answered by, Eric Hoover, Connie Snyder, Kathy McLean, Bill Bertram, Bruce Koerner, Curt Myers, and Lisa Martin. Also present was the new library director Kristin Holzhauser.

Consent Agenda:

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

Correspondence:

None

Directors Report:

The summer reading program “Go for the Win!” kicked off on June 6th. While registration started off slow more than 100 children signed up and attendance has been very good.

There were four special programs presented in June, the Road Scholar program “World War II and Hollywood”, “Richard Landry and Snowball” program, Forest Park Nature Program “Champions of Survival” and the “Unique Balloon Twists” program.

We have received reimbursement from Flanagan Public Library District for 24 household covered under our usage agreement.

joanE Lipinski is donating a paper mache cat that will go on display once the carpeting project is complete. The Board expressed their appreciation for the support the Lipinski’s continue to show for the library.

The director reported on a dispute with a patron regarding overdue fees in excess of \$20 that the patron would like waived. The Director discussed the libraries current policy regarding overdue fees and the fact that a patron would cannot check out any books once the fee exceeds \$5. The consensus was that was should continue to follow our policy but work with the patron, or any patron in a similar situation, by allowing them the option to pay all at once or make payments to down the fee.

Wet carpeting was discovered in the northwest corner of the children area. The leak is believed to be the result of the heavy rains that had blown in from the North. The North wall is in need of repair which was approved by the Board last year but logistic regarding the power lines have not allowed the repairs to be performed yet.

An estimate was received from NetSource for a replacement computer for a public PC that will then be used as an additional card catalog computer. Eric Hoover recommended that NetSource be contacted to look at the software that may also need to be added to the new computer.

Committee Updates:

Finance Committee: The library has received the per capita grant funds which were slighted more than \$9,000 and \$5000 less than prior years.

Building and Grounds: Bruce Koerner has lined up carts to help with moving the book shelves. The library will also be receiving boxes from Wal-Mart to put books in.

Management Committee: No report

Old Business:

New carpet – The library will be closed between July 16th and July 30th. Timing may be altered a little as the library has been informed that there has been a slight delay in the arrival of the carpet ordered. We have been active in keeping patrons informed of the closure and letting them know that no late fees will be assessed during that period.

Budget – Eric Hoover informed the Board that the approved budget did not include additional funds necessary for the cleaning services the library is currently using. The board approved the use of Future Unlimited cleaning service around the same time the budget was being drafted and was inadvertently left out. Eric Hoover moved that an additional \$14,000 be added to the budget for the janitorial services. Bill Bertram seconded the motion. All were in favor, motion passed.

New Business:

Open House – The Board discussed the need for an open house show the completion of the new quiet room, painting, carpet and other updated that have taken place recently. It would be a great opportunity that the staff, donors, and community that continues to support our library. The tentative date for the open house will be October 6th from 4-7.

Executive Session:

It was determined that no executive session was needed regarding personnel.

Trustee Closing Comments:

Kristin will be attending the city council meeting on June 18th to introduce herself and provide a brief update on the library.

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary