

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

The Pontiac Public Library Board of Trustees met on November 14, 2016. 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, Sherri Kalkwarf, Kathy McLean, and Bruce Koerner. 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:

None

Directors Report:

The library had a total of 30 volunteer hours during the month.

Boo-Fest was held on October 29<sup>th</sup> with more than 200 visitors throughout the day participating in the activities. Several positive comments and thank yous were posted via Facebook.

A bagged book and bake sale was held during the month and was very successful.

IHC Road Scholar, Edward Finch presented “Running Silent, Running Deep: The American Submarine War in Japan 1941-1945” on Veterans Day with about 10 adults in attendance.

The new RICOH machines were installed and training has been completed on the machines and new features. Kristin plans to have some community training nights in January to help promote the new services available with the machines.

The library received the final reimbursement check for double coverage of liability insurance the library carried as a result of the library being covered under the city and under a stand-alone policy held by the library. The refund was approximately \$4,670.

The library will offer a gift wrap table for patrons who purchase books from the book sale. For \$0.25 per item the library will provide gift wrap, bows, name tags, etc. for patrons who want wrap the books they purchase from the sale.

The library will be offering a “food for fines” activity where patrons with late fees can have \$1 in late fees waived for each non-perishable food item donated. The program will only apply to late fee and not replacement fee, and patrons will not be able to earn credit toward future late fees.

Mittens, gloves, hats, and scarves can be donated by patrons to decorate the “Mitten Tree”. The items will be given to the local schools to give to children/families in need this winter.

Upcoming programs include a picture and story time with Santa, Pjs, Pillows, & The Polar Express Movie time, Gingerbread House Decorating Contest, and holiday themed story times and Lego club activities.

Committee Updates:

Finance Committee:

No report

Building and Grounds:

The two damage windows on the East side have been replaced and the upper section of the East wall has also been repaired. Bruce has spoken with the libraries architect who believes the panel failures have been caused by caulking that is beyond its expected life. Bruce will work with the architect to get estimates for repairs that can be used for upcoming grants that may be available in the spring.

Management Committee:

No report

Old Business:

Snow Removal – The library needs to find someone for sidewalk snow removal. Kristin is following-up with some names provide a possible options.

East Wall Repairs – As noted in the in the Building and Grounds update, the damaged area has been repaired. The panels are in good shape but the caulking is failing and appears to be the root cause of the issues. Bruce is getting estimates for repairs.

New Business:

Per Capita Grant/Review of ILA Standards Ch. 6 – Kristen read and review chapter 6 of the ILA Standards - Access. There were no issues noted during the review.

Staff Christmas – The board members will continue the tradition of providing Christmas pizza party for the staff during their lunch hour. The party will be on December 21<sup>st</sup>.

Executive Session:

None

Trustee Closing Comments:

None

There was no other business to discuss. Bruce Koerner 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