

Pontiac Public Library  
Board of Trustees Meeting Minutes  
January 10, 2022

The Pontiac Public Library Board of Trustees met on January 10, 2022. President Connie Snyder called the meeting to order at 5:32PM.

The roll call was answered by Connie Snyder, Nancy Milhauser, and Bruce Koerner. Curt Myers and Kathy McLean attended via phone conference. Also in attendance was Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the minutes and paid bills from November. Bruce Koerner moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All present voted in favor, motion carried.

Correspondence:

The Library received the annual memorial gift of \$5,000 from the Harms Trust. A special Christmas Card was also received from an Alpha Park patron thanking the Library for its inter-library loan services. This patron kept track of the many library items they requested from our library through inter-library loan throughout the year.

Director's Report:

The Per Capita Grant was submitted 12/22/21. The state confirmed the receipt on 12/27/21 and also provided confirmation of the 2020 Census data for the Library. The service population is now 11,150 down from 11,931 in 2010. The Per Capita will award the library \$1.45 Per Capita.

Kristin will submit the Live & Learn Construction Grant this week. It was determined that a new clearance letter needed to be submitted to the Illinois Historic Preservation District as part of the application. Additionally, Kristin was informed that the grant committee is not requiring matching funds this year for the mini-grant portion for which we are applying. If we are awarded the grant we will no longer need to pull from the reserve account to match grant funds for the door project.

The annual state certification for the Library was completed and submitted to the state. Kristin is working completing the ILLINET this month and then will begin the IPLAR.

The new copiers from WATTS Copy Systems have been installed and are working well. Air printing has been added for patrons. Kristin is still working on re-establishing fax services. Communication between RICOH and WELLS FARGO is lacking regarding the termination of the previous lease. Kristin is working with a representative to resolve the issues, but may need some legal assistance from the board or the City if it cannot be resolved this month.

The Library closed early on January 3<sup>rd</sup>, 2022 at 5:00 PM due to limited staffing levels caused by COVID. The Book Club meeting scheduled for that evening was held virtually via Zoom.

The 50% off promotion held in December for the Living Bookshelf mural added \$875.00 of funding for the Library. Since October of 2018, the Living Bookshelf has provided approximately \$14,000 in funds for the Library. With a total of 118 books on the mural, it is about 1/3 full.

We have received 3 large boxes of mittens, hats, and scarves from the Mitten Tree for District 429. The Library also received 7 large cases of canned goods and non-perishable food items which will be delivered to the food pantries next week.

## Upcoming Programs

January-

1/10- Story Time 10:30 AM

Library Board Meeting 5:30

1/11- Story Time 10:30 AM

1/12- LEGO Club 3:00 PM

1/17- Story Time 10:30 AM

1/18- Story Time 10:30 AM

1/19- LEGO Club 3:00 PM

1/20- Reading Rocks w/ Heartland Head Start- 5:00 PM

1/24- Story Time 10:30 AM

1/25- Story Time 10:30 AM

1/26- LEGO Club 3:00 PM

1/31- Story Time 10:30 AM

## Committee Updates:

*Management* – Nothing to report.

*Building and Grounds* – Nothing to report.

*Finance* – Reta is working with Phillips & Associates on the annual audit.

## Old Business:

*Heartland Community College Security Cameras* – Kristin spoke with Phil Lenzini regarding Heartland's request to install security cameras. There is no issue with the installation of the 4 cameras inside Heartland's space. For the exterior camera, Phil stated that the amendment to the lease needed to require Heartland to establish an agreement with the state records retention office and provide the Library a copy of their security. This ensures that Heartland is maintaining, storing, and disposing of the video footage per local records laws. Curt Myers requested that we also speak with Alan Shrock regarding the request and amendment to the lease. Bill Bertram made a motion to approve Heartland's request for security cameras per Alan Shrock's review and draft of the amendment to the lease. Kathy McLean seconded the motion. All present voted in favor of the motion. Motion carried. Kristin will contact Alan Shrock.

## Old Business:

*COVID Update* – Kristin shared with the board the updated COVID guidelines and library field response for the present Omicron variant spike in COVID cases. She explained that some libraries north of our area were cancelling programs and choosing to go back to curbside library operations.

*NARCAN Kits/Staff Training* – Kristin was approached by an IDPH nurse who would like to see the Library carry NARCAN kits in the Library. She is willing to facilitate the Library's prescription for the kits and assist with available grants to cover staff training. Kristin explained that the grants typically only cover the initial training and that annual training would be required to maintain the kits in house. Additionally in 2017 when the Library was creating the current Disaster plan, local authorities did not feel it was necessary for the Library to have these kits on hand for first aid. Currently no other city department has NARCAN kits available. Curt Myers made a motion to only add NARCAN kits when it is required for all city departments to have them and complete annual training. Bruce seconded the motion. All present voted in favor of the motion. Motion carried.

*IDPH Vaccination Clinic*- Discussion for this agenda item was tabled until the February meeting.

Executive Session

Bill Bertram motioned 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 Curt Myers. All present voted in favor. Motion carried.

Following the executive session no action was required.

Trustee Closing Comments:

None

Nancy Milhauser moved to adjourn the meeting at 6:45 PM. Bruce Koerner seconded. All present voted in favor, motion carried.

Respectfully submitted,

Connie Snyder, President  
Eric Hoover, Secretary