

Pontiac Public Library
Board of Trustees Meeting Minutes
February 8, 2021

The Pontiac Public Library Board of Trustees met on February 8, 2021. President Connie Snyder called the meeting to order at 5:35PM.

The roll call was answered by Connie Snyder, Curt Myers, Kathy McLean, Nancy Milhauser, Bruce Koerner, and Lisa Martin. Eric Hoover arrived after roll call. Also attending the meeting was Library Director, Kristin Holzhauer.

Consent Agenda:

Trustees reviewed the minutes and paid bills from January. Curt Myers moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All present voted in favor. Motion carried.

Correspondence:

Received correspondence from Bob Karls notifying the Library that the City would be tentatively putting the repair for the parking lot on the FY '21-22 budget. An email was also received from Stacey Shrewsbury from Heartland Community College asking if the elevator would be repaired by March 16th, 2021 in time for their annual meeting with administration. Kristin replied to the email with an updated timeline received from ThyssenKrupp and explained that the elevator would not be repaired by that date. Connie requested that the timeline be shared with the President and Vice President of HCC. Kristin will email the information to them as well.

Director's Report:

Volunteer hours for the month – 15.

The Library began in-house library services on 1/25/21 with the state's return to Phase 4. Chairs will be available at the tables in the Reading Room and tables will be available to Heartland students who need them in lieu of the elevator being out of order.

Weekly delivery to each of the schools per the Intergovernmental Agreement has resumed. Kristin provided copies of tutorials for the online catalog as a refresher. She is also promoting the new books the Library has received through the Back to Books grant from the State of Illinois to boost circulation.

Ordering for new books through the Back to Books grant is almost completed. The Library has received roughly 300 items with an estimated 250 still awaiting shipment. Kristin has submitted the first report for reimbursement. The next report is due in April.

The Library is hosting "Blind Date with A Book" again this year for February. A new children's version titled "Cupid's Corner" will also be available.

Kristin and Jen are making preparations for the Summer Reading Program which will be a hybrid format offering both virtual and in-person activities. Kristin plans to take advantage of

Swank Movie Licensing's offer for outdoor movies. Kristin will also speak with Taylor at Parks & Rec regarding the use of the pavilion at Chautauqua Park for outdoor programming since the Library Program Room will likely continue to serve as a quarantine space. This year's theme is "Color Your World with Reading" and they are planning a 4-5 week long program.

Kristin will be conducting annual reviews with each staff member. She plans to have these completed by the end of April.

Kristin will present the final approved Library budget to City Council on March 15, 2021.

Kristin received a request from Dave Sullivan of the Livingston County Historical Society to begin looking at digitization opportunities for the Library's microfilm. Dave suggested using Newspaper.com which charges users for access to the information. Kristin explained that the Library would not want users charged for access to the historical information. Kristin also explained that at this time the Library budget does not provide the funding for this project.

Committee Updates:

Management Committee – Nothing to report.

Building and Grounds – Stacey Shrewsbury from Heartland Community College contacted the Library regarding the panic alarms on the back doors located near the northwest stairwell. Bruce explained that it was Heartland's desire to install those and that it was their responsibility to arm or disarm them as desired. The alarm is battery operated and Heartland should also have a key for them.

Finance Committee – Nothing to report.

Old Business:

Library Elevator – Kristin and Bruce presented the need for financial assistance regarding the Library elevator repair to City Council. The City is offering financial assistance for the full amount of the repair, estimated at \$63,000. Lisa Martin motioned that the Library declare this repair as an emergency repair according to the Illinois Procurement Act, therein bypassing the need for open bidding. Kathy Mclean seconded. A Roll call vote was answered unanimously in favor of the motion. Bruce Koerner made a motion to name ThyssenKrupp Elevator as the vendor for the repair of the Library Elevator. Lisa Martin seconded. A Roll call vote was answered unanimously in favor of the motion. A signed work order and a check for 50% of the project will be sent to ThyssenKrupp Elevator.

New Business:

Board of Trustees Term Re-appointments – The terms for Bill Bertram, Lisa Martin, and Curt Myers expire June 30th, 2021. Lisa requested a reappointment for another three-year term. Kristin will speak with Bill and Curt regarding their terms ahead of submitting a letter to the City for reappointments.

'21-22 Fiscal Year Budget- A draft copy of the '21-22 budget was presented and discussed. The Library Board will approve a final budget at the next meeting.

Trustee Closing Comments:

None

Nancy Milhauser moved to adjourn the meeting. Lisa Martin seconded. All voted in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary