

Pontiac Public Library
Board of Trustees Meeting Minutes
February 11, 2019

The Pontiac Public Library Board of Trustees met on February 11, 2019. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Eric Hoover, Penny Dye, Nancy Milhauser, Curt Myers, and Bill Bertram.

Consent Agenda:

Trustees reviewed the minutes and paid bills from January. Penny Dye moved to accept the minutes and bills as presented. Curt Myers seconded. All voted in favor, motion carried.

Correspondence:

Each trustee received an Economic Interest Statement to complete. Kristin also received the Tax Exempt Property Notice from the County.

Directors Report:

The library had a total of 15 volunteer hours during the month.

Kristin reported that a library called 91 and a staff member was sent to the E.R. after reporting light headedness. Kristin to a report of the incident for the libraries records and reported the incident to City of Pontiac for their records.

The library was closed due to inclement weather on January 12th, 19th and 30th, and closed early on January 29th.

Lincoln School was the "Check it out Challenge" and awards were passed out to the student on January 18th. Lincoln check out 328 books in the second nine weeks of school.

Kristin has completed the ILLINET Traffic Survey and State Certification.

Staff reviews are currently in process.

The library was host to the Tri-County Librarians meeting on February 8th.

The annual Valentine Party was held on February 9th, and the library will host a canvas painting on February 23rd. The "Blind Date with a Book" has seen a lot of interest.

The heat-tap in the gutter and downspout on the southwest side of the building may need repaired or replaced. There has been significant buildup of ice this winter and Kristin is looking to add the repairs to the 2019-20 budget.

Kristin's laptop is failing and is in need to replacement. A new laptop is expected to cost about \$1,500 and will be an expenditure for the 2019-20 budget.

Committee Update

Management Committee – Nothing to report

Building and Grounds – Nothing to report

Finance Committee – Additional cash funds are needed to pay liabilities owed to the City. Funds will be transferred as needed from the money market at the State Bank of Graymont to meet the current obligations.

Old Business:

Nothing to report

New Business:

FY'2019-20 Budget Review/Discussion – A draft budget was distributed to discussion. The draft included projected revenues of approximately \$333,000 and projected expenses of \$425,000. The projected deficit to be covered by the libraries reserve funds is approximately \$92,000. Trustees discussed both additional revenue options and possible areas for expense reductions. The minimum wage bill currently working through the State legislature will adversely impact the libraries expenses. It was noted that library is operating at a bare minimum and additional revenue options are limited. Additional budget discussion and approval will continue in March.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary