

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

The Pontiac Public Library Board of Trustees met on March 8, 2021. President Connie Snyder called the meeting to order at 5:25PM.

The roll call was answered by Connie Snyder, Curt Myers, Cathy Robinson, Nancy Milhauser, Eric Hoover, Bruce Koerner, and Kathy McLean. Bill Bertram and Lisa Martin arrived shortly after roll call.

Consent Agenda:

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

Correspondence:

Kristin was informed that the parts for the elevator repair have been delay, but repairs are still expected to be completed by the first week in April.

Director's Report:

Volunteer hours for the month – 15

RAILS has reduced the required quarantine time for materials to 2 days, which will allow for quicker turnaround on materials. Kristin is looking to move the quarantine space to the Quiet Room so we can regain use of the Program Room.

The library will resume regular business hours on April 1st. We will still practice proper social distancing, require masks, and limit the total number of people in the building at one time.

A recall notice was received for the battery on the electrostatic sprayer purchased by the library. A replacement battery has been issued and will be received soon. Kristin also purchased a second battery for backup.

DVDs will be switched to the browsing troughs as the Young Adult section is expanded and reorganized. The moved should be completed by the end of the month.

One of the furnace units in the Program Room was found not operating on February 12th. Five birds were found inside the unit and cause the combustion motor to break. The broken part was in stock and has been repaired. Kristin was informed that we may be forced to replace the furnace units in the future because parts are no longer manufactured.

The library closed early on February 15th and delayed opening on February 16th due to inclement weather.

Gem's Carpet Cleaning spot treated the carpet after removal of the social distancing floor stickers left an adhesive residue on the carpet.

When repairs start on the elevator the main entrance will be inaccessible for a few weeks. Access to building from the East door off the parking lot may be used as an alternate entrance for public access.

The library is hosting a take-home craft activity for Easter, which will be a kit to make string art Easter eggs. Jen and Kristin are looking at doing another craft kit for Mother's Day.

Committee Updates:

Management Committee – Nothing to report

Building and Grounds – Nothing to report

Finance Committee – Received two deposits from the county.

Old Business:

'21-22 FY Budget – Reviewed the budget for fiscal year 2021-2022. Budget included increase of about 4% for employee insurance. Wage increases for the FY will be limited to the increase in the minimum wage. There were no other significant changes from the prior year. The total budgeted income is \$346,105 and the total budgeted expense is \$424,400. The resulting deficit will be covered by reserves.

Library Board of Trustees Bylaws – A draft of the Bylaws was reviewed. A final copy will be presented next month for approval.

New Business:

OMA Training/Certification Update – Each board member was asked to update their training on the Opens Meeting Act. Training will be completed online and certificates should be returned at the next meeting.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary