

Pontiac Public Library
Board of Trustees Meeting Minutes
March 9, 2020

The Pontiac Public Library Board of Trustees met on March 9, 2020. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Eric Hoover, Nancy Milhauser, Kathy McLean, Lisa Martin, Penny Dye, Curt Myers, and Bill Bertram. Bruce Koerner attended via telephone.

Consent Agenda:

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

Correspondence:

Nothing to report.

Director's Report:

February's programs were well attended including the Illinois Crisis Prevention Disability Training. The canvas painting program has been moved to March due to Kristin's absence.

Two bikes were stolen from in front of the library during business hours on separate dates. Staff are to contact the police whenever there is a report of theft so they can be aware of the frequency of issues.

Lincoln school students were championed the Check It Out reading challenge for using their library cards. Jen and Kristin will be visiting the school to provide a small prize and certificate to each of the students.

The director's laptop failed and required replacement. Kristin was able to purchase a refurbished laptop with a warranty to replace her laptop. The purchase was within the new equipment budget.

The air conditioning unit for Heartland was blowing continuous cold air. Lyons was contacted and a sensor in the unit needs repaired.

Smiths plumbing was contacted to look at the staff restroom toilet because it was not flushing properly.

Committee Updates:

Management Committee – Nothing to report.

Building and Grounds – Nothing to report.

Finance Committee – Additional tax distribution was received on March 6th of approximately \$21,000.

Old Business:

None

New Business:

Heartland Community College-ADA Compliance – Stacey Shrewsbury, Director of Heartland Community College Pontiac, presented a request from the college to allow the front doors that access the elevator to remain unlocked after the library has closed but Heartland remains open. This would require the doors to be unlocked until 9PM M-Th when Heartland is open and is to ensure they are in compliant with ADA. Heartland would be responsible for ensuring the doors are locked each night and notify the library when they the college would not be open and the library will need to ensure the doors are locked.

Bruce Koerner provided the board with information regarding ADA compliance. He noted that the doors would not need to be unlocked if a crash bar was installed on the doors. No changes would need to be made should the library agree to allow the exteriors doors remain unlocked. The doors meet ADA requirements when closed to the public and employees are on duty.

Following discussion on the matter, Bill Bertram motioned to change operating procedures and allow the front door to remain unlocked when Heartland Community College is open to the public. An addendum to the lease agreement will be executed to outline the responsibilities of Heartland Community College Pontiac and the library for ensuring the doors are locked daily. Kathy Mclean seconded the motion. All present voted in favor, motion carried.

FY '20- '21 Budget Draft /Discussion – Trustees reviewed a draft budget for next fiscal year. There was no significant changes proposal over the prior year. Total income budgeted is \$346,105 and total expenses budgeted are \$424,400, with a shortfall of \$78,295 taken from reserves. Eric Hoover motion the budget be approved as presented. Lisa Martin seconded the motion. All present voted in favor, motion carried.

Cannabis Legalization Policy/Discussion – Trustees discussed whether a cannabis policy was needed. Trustee did not feel any action was needed at this time and further discussion would be tabled for now.

Executive Session

Bill Bertram moved to go into executive session for the following reasons:

- (1) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5)
- (2) 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 Lisa Martin. All present voted in favor, motion carried.

Following executive session no action was required.

Trustee Closing Comments:

Nothing to report

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary