

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

The Pontiac Public Library Board of Trustees met on March 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, and Curt Myers.

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 voted in favor, motion carried.

Correspondence:

Nothing to report.

Directors Report:

The library had a total of 20 volunteer hours during the month. Volunteer Mary Tronc has given notice that she will no longer be volunteering at the library. Kristin will have an additional volunteer or a part-time employee pick up the additional work.

The library has been receiving positive feedback on Facebook from its recent programs. The canvas painting class on February 23<sup>rd</sup> and stuffed animal sleepover on March 1<sup>st</sup> and 2<sup>nd</sup> were well attended.

Kristin completed the new standards survey for RAILS. The purpose of the survey was to collect data on compliance with their new standard model. The library exceeded all the “core” standards and is close to reaching the “accomplished” level of their standards model.

The state has passed a \$15.00 minimum wage standard. The mandatory increases will impact the library budget over the phase in period beginning January 2020 through 2025.

Heavy winds on February 24<sup>th</sup> caused a tree limb to fall on a car and the library sign on the southeast corner of the parking lot. The sign will need to be replaced. Kristin will check with the library’s insurance regarding coverage.

Kristin will be working with the War Museum to create and plan a human library to highlight the lives and stories of local combat veterans in the community. The library will host this with the museum around Memorial Day.

Jen and Kristin are working to finalize the details for the Summer Reading Program. The program will run from June 8<sup>th</sup> to July 6<sup>th</sup>. The final trip for the top participants will be July 18<sup>th</sup> to Lincolnshire for a performance of Junie B. Jones.

Kristin will be presenting an update on the library to the City Council on March 18<sup>th</sup>.

### Committee Update

*Management Committee* – Nothing to report.

*Building and Grounds* – Nothing to report.

*Finance Committee* – Nothing to report.

### Old Business:

*FY'2019-20 Budget Review/Approval* – A draft of the budget was distributed for discussion. The draft has been updated to reflect additional interest income and adjustments in personnel expenses for insurance and the impact of the new minimum wage law. Projected revenues are approximately \$340,000 and projected expenses are \$403,000. The projected deficit to be covered by reserve funds is approximately \$63,000. Trustees briefly discussed additional revenue options and areas for expense reductions. Eric Hoover motioned to approve the budget as presented. Connie Snyder seconded. All voted in favor, motion carried.

### New Business:

*Authorized Signer & Account Review* – The board discussed the authorized signers and accounts held by the library. Eric Hoover noted that the library's accounts are set up at the bank level to require two signatures to transact business. This policy limits the financial secretary from taking advantage of electronic banking services and would need to be changed to single signature to access online banking and transfers between accounts. Eric motioned to change to the library accounts to single signature to transact business at the bank level and establish an internal authorized signer policy requiring two signatures on withdrawals in excess of \$1,000. He further motioned to establish Reta Salmon, Lisa Martin, Connie Snyder, and Eric Hoover as authorized signers for the library. Penny Dye seconded the motions. All voted in favor, motion carried.

The board then discussed the certificate of deposits held by the library. The current interest rates on certificate of deposits are nearly double what the library is earning. Eric Hoover reviewed the deposits accounts and has determined that the library could almost double its interest income by redeeming five of its certificates and reinvesting them at the higher rates. The additional revenue could help offset the impact of the minimum wage increase. The board members were in favor of the plan to redeem and reinvest at the higher rates and requested Eric follow-up with the financial secretary to implement the changes.

*Economic Interest Forms* – Trustees were reminded to complete and return the forms to Kristin.

### Trustee Closing Comments:

Nothing to report.

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary