

Pontiac Public Library
Board of Trustees Meeting Minutes
March 13th, 2023

The Pontiac Public Library Board of Trustees met on March 13th, 2023. President Connie Snyder called the meeting to order at 5:30 PM.

The roll call was answered by Kathy Mclean, Debbie Dowdy, Lisa Martin, Eric Hoover, and Nancy Milhauser. Also in attendance was the Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the February minutes and paid bills. Debbie Dowdy moved to accept the minutes and bills as presented. Eric Hoover seconded. All present voted in favor; motion carried.

Citizens to be Heard:

None

Correspondence:

None

Director's Report:

We have received many messages of thanks and positive feedback from the Abraham Lincoln program on 2/13/23. Kevin Wood offers 9 other presentations, so I would like to plan a time for him to return to the Library for another program in the future. We will be fully reimbursed for this program as part of a grant from Looking for Lincoln. I appreciate the assistance from them in bringing this program and the entire lineup of programs during the month of February.

We had just under 2200 visitors to the Illinois Freedom Project exhibit during the month of February. The 4th and 5th grade classes from Washington School came on 2/21/23 for class visits to the exhibit. Each teacher was provided with a curriculum guide and the project website for follow-up discussions within the classroom, if desired. Timothy Townsend came on March 2nd to dismantle the exhibit and return it to the state. I am very appreciative of his efforts and generosity. It was a great exhibit to offer for the community.

The transition of the DVD/CD collection to the library floor is nearly complete. In order to appropriately display all of the DVDs I needed to purchase 2 additional troughs and caster wheels for them along with some additional vinyl sleeves. This was pulled out the materials budget for that format. The added space this display is taking on the floor is precipitating the need to make some slight adjustments to the computer carrels for both the library card catalog computer stations and the public computer stations. It is my hope to sell the file cabinet drawers and any other additional furniture to neighboring libraries to offset the cost of this transition in the collection. Once we have sold these pieces, I will begin to reorganize the staff workroom to provide some much-needed storage in that office space.

The Library has been able to purchase nearly 60 new children's books with the donation from the Pontiac Township High School Student Council. I am extremely grateful as these books should all be ready for circulation by the start of our annual summer reading program. They also fill holes in our most popular areas within the department. It is a very generous gift to the library from these students. Each book will have a book plate in the front cover that states "Gift of the PTHS Student Council '22-23".

At the start of the next fiscal year, I will be working with the staff on a special project to organize and weed out items from the archive room. This space is the most significant storage room for the library and we need to free up some much needed storage by doing an inventory and reorganization of the items stored in the room. I have a few volunteers willing to help with this and I hope to do this over a few Sundays while the library is closed.

The Library is hosting a reading incentive contest called "Read Over the Rainbow" for the month of March. We are offering this for all ages ahead of the annual summer reading program to increase circulation statistics at the end of the fiscal year.

There will be two Medicare 101 classes offered on March 14th for those approaching enrollment age or who need information on the different types of Medicare. The classes are at 9:00 AM and 5:00 PM.

Committee Updates:

Management – None

Building and Grounds – None

Finance – None

Old Business:

Digitization Funding Update- Kristin presented to Tri-County libraries about entering into an intergovernmental agreement for access to the digitized archive of the Daily Leader. There was little interest. Discussion was had about additional options for fundraising efforts. The Board asked Kristin to check in with the Historical Society to see about their interest and if they could offer any assistance.

Live & Learn Construction Update- Kristin shared with the board that the bathroom project is complete with the exception of the painting. The City will complete it's inspection in a couple of weeks and painting will occur with volunteers over the next couple of months. Once Kristin has received the signed and cleared inspection report she will submit the final report to the state for the grant.

New Business:

FY '23-24 Budget – Kristin presented the proposed budget for the next fiscal year. She reviewed the proposed staff increases for part-time, full-time, and administrative positions. She also reminded the board that the proposed figures took into account staffing changes expected to come by the end of the year and the reduction in library hours at the beginning of the fiscal year. Lisa Martin made a motion to approve the FY '23-24 budget as presented. Nancy Milhauser seconded. All present voted in favor; motion carried.

Trustee Closing Comments:

None

Lisa Martin moved to adjourn the meeting. Eric Hoover seconded. All present voted in favor; motion carried.

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary