

Pontiac Public Library  
Board of Trustees Meeting Minutes  
April 12th, 2021

The Pontiac Public Library Board of Trustees met on April 12, 2021. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Curt Myers, Nancy Milhauser, Bruce Koerner, and Lisa Martin. Lisa attended remotely by phone. Also attending the meeting was Library Director, Kristin Holzhauser.

Consent Agenda:

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

Correspondence:

There was no correspondence for the Board received in the month of March.

Director's Report:

Volunteer hours for the month – 20.

The Library resumed regular business hours on April 5<sup>th</sup>. Newspapers and magazines have been returned to the floor for browsing. There are no restricted hours for browsing. The staff will maintain a cleaning schedule using the electrostatic sprayer throughout the day.

Kristin and the staff have completed the move of the DVDS to the new browsing bins located near the public computers. The children's and young adult departments have also been rearranged and shifted to fully accommodate the new items received from the Back to Books grant and provide better flow and browsing for the patrons.

The second grant report for the Back to Books grant will be submitted to the state in mid-April. This will include a reimbursement request for the largest percentage of our purchasing under the grant.

The elevator repair is complete and it passed the state inspection. The repair was finished ahead of schedule. We are grateful to ThyssenKrupp Elevator for expediting the repair. The front entryway reopened for both the Library and for Heartland Community College on March 30<sup>th</sup>, 2021. Unfortunately a patron fell leaving the building when traffic was still diverted to the East door off of the parking lot. 911 was called and the patron was transferred to OSF. Kristin filed a complete report to the City regarding the incident.

National Library week was April 4-10<sup>th</sup>. Kristin posted library advocacy information via the Library's Facebook page to promote our library services and to advertise the reopening with regular business hours. The Library also provided NLW activities and a virtual story time to the students and staff at Lincoln School.

The Library continues to assist the Livingston County Health Department with vaccine registration. Registration is now open to all county residents. Those Library staff who wished to get a vaccine have been vaccinated.

Kristin and Jen have completed the plans for this year's Summer Reading Program. Promotional materials will be published via the Library Facebook page and website in the coming weeks. Kristin will also advertise the program activities in the monthly radio spot with WJEZ. Online registration will begin May 3<sup>rd</sup>, 2021. All of the activities will be hosted off-site at Chautauqua Park on Tuesdays, Wednesdays, and Thursdays. Take-Home kits will also be provided to participants to supplement the in-person activities.

Kristin reported having some trouble with the GoDaddy webmail. She has had a few instances where she has not been receiving important messages. A call to GoDaddy regarding the issue didn't provide assistance in the matter. Kristin spoke to Andrew at EntreSolutions II. He is concerned about the outdated format the Library is using for email and would like to have the Library migrate to Microsoft365 for better email security. This migration will also provide some updated functions while saving the Library money on the webmail licensing over what GoDaddy would charge for the same service. Kristin will move forward with this change. The cost will be encumbered under the new equipment budget for the fiscal year.

Kristin has completed all of the staff evaluations. She will be meeting with each staff member to discuss their performance and annual goals by the end of April.

#### Committee Updates:

*Management Committee* – Nothing to report.

*Building and Grounds* – Livingston County Workforce emailed asking for an update regarding some handicap signage in the parking lot. Kristin forwarded the email correspondence to Bruce. Bruce contacted the state and we do not need to move any of the handicap signs as stated. He will seek a letter from the state confirming the statues and codes that provide this exemption.

*Finance Committee* – Nothing to report.

#### Old Business:

*Library Bylaws* – Kristin provided the final draft of the Library Bylaws to the Board for approval. Bruce motioned to approve the final Library Bylaws. Nancy seconded. All present voted in favor. Motion carried.

#### New Business:

*Economic Interest Forms* – Kristin presented the annual economic interest forms from the County to be completed and signed. All trustees in attendance completed their forms. Lisa Martin completed hers before the meeting. Kristin will meet with those Trustees not in attendance to ensure all of the forms are signed and returned to the county by May 1<sup>st</sup>.

*Parking Lot/Handicap Spots and Signs*- Kristin has not been provided written confirmation that the parking lot repair was included in the final city budget. She email Bob Karls but he has not

replied. Kristin asked Curt if he had any information regarding the repair but he did not. Kristin will continue to seek updated information and will relay that to the board in a future meeting.

Executive Session:

Nancy Milhauser moved to go into executive session for the following reasons:

(1) 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 Bruce Koerner. All present voted in favor. Motion carried.

Following executive session no action was required.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President  
Eric Hoover, Secretary