

Pontiac Public Library
Board of Trustees Meeting Minutes
May 8th, 2023

The Pontiac Public Library Board of Trustees met on May 8th, 2023. President Connie Snyder called the meeting to order at 5:31 PM.

The roll call was answered by Connie Snyder, John Wille, Debbie Dowdy, Kathy McLean, and Nancy Milhauser. Also in attendance was the Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the April minutes and paid bills. There was a typo with one of the names. Kristin will make the correction in the permanent file. Nancy Milhauser moved to accept the minutes and bills with this correction. Debbie Dowdy seconded. All present voted in favor; motion carried.

Citizens to be Heard:

None

Correspondence:

None

Director's Report:

We enjoyed the class visits from Lincoln School during National Library Week. Each class came for a story and craft time. We sent them home with information regarding the Summer Reading Program.

Graymont Kindergarten through Second grade classes also visited on May 4th as part of their community field trip. They also enjoyed a story and craft time, and we provided them with information regarding the Summer Reading Program as well.

The spring book sale and bake sale were very successful. We sold just over \$625.00 in books and baked goods. I think bringing back the bake sale was very helpful. At the end of the sale some items were made available for free to the public. These were items that we had in previous sales and stored in the book room for several months. What was left was donated to Goodwill.

The Library participated in the Swinging Bridges Festival downtown this past weekend. I provided story time and crafts on the square and passed out information regarding the Summer Reading Program.

Diaz Sign art has installed the new library hours sign on the front door. I like the new, full color design they provided with our new logo. I will be working with them to update the logo on the two exterior signs. They believe they can do this simply with a vinyl overlay on top of the old logo instead of replacing the entire signs.

DCM landscaping will be planting new day lilies this spring on the East side of the building. They are also going to provide some maintenance to the book drop circle plantings and near where the two trees were planted last fall. These areas are seeing quite a bit of weeds and may need some new mulch or rock placed to help with overall appearance and maintenance of the property.

We will be delivering information regarding the Summer Reading Program to all area schools ahead of dismissal for the summer months. The library's last delivery date for the intergovernmental agreement will be May 17th. Student cards are still active through the summer. All school account holds/returns will need to be handled at the library circulation desk after May 17th.

The Summer Reading Program and Bookopoly registration will begin May 22nd, 2023. The children's program will run June 3rd – July 8th, 2023. We will be participating in the Butterfly Festival as part of our launch celebrations on June 3rd. The first day of daily activities will begin June 5th. The finale party for all participants

will be July 8th at the Library. Our finale trip for top participants will be Thursday, July 27th, 2023. We will be going to LEGOLand- Chicago and Lou Malnati's Pizza this year. Bookopoly will run through Labor Day weekend for high school students and adults.

The library will once again partner with our Tri-County libraries for a summer library crawl aimed at encouraging our area patrons to see their neighboring libraries and to help promote resource sharing between the libraries. The library crawl will begin June 1st. Participants who complete the program map will be entered into a raffle for prizes.

Committee Updates:

Management – None

Building and Grounds – The construction on the bathrooms is complete. The painting will be completed soon by volunteers.

Finance – Reta provided corrections to the end of year reports to include interest. This was noted in her memorandum.

Old Business:

Digitization Funding Update- The Humiston Trust contacted Kristin with an additional \$12,000 donation to children's programs. This funding allows for us to move some of the originally budgeted children's programming funds to the digitization project. Paired with excess tax income received at the end of the last fiscal year and additional donations from the Yost Trust, we have raised the remaining funds to complete the digitization project. The excess in tax income amounting to \$14,300.00 will need to be drawn from reserve funds. John Wille moved to take this amount from reserve funds to complete the project. Nancy Milhauser seconded. All present voted in favor; motion carried. Kristin will continue to fundraise for the project once the project has begun. It is anticipated that once patrons see what is offered through the online portal, more people will financially support the project which will mean less draw from the additional tax revenue in reserve funds.

Live & Learn Construction Update- The construction to the bathrooms is complete. The painting will be completed soon by volunteers.

New Business:

Building Security – One April 17th, 4 youth shot airsoft guns in the entryway of the library. No one was injured. Police were called and they issued trespassing notification to the youth. The youth have also been permanently banned from the library property. Kristin would like to install cameras in the building and possible a comprehensive security system for the building. She will seek recommendations from libraries and businesses to determine the overall cost of this project.

Trustee Reappointments- Larry, Debbie, Nancy- These trustees' terms expire June 30th, 2023. A letter needs to be sent to the City for their reappointment. Debbie and Nancy would like to be reappointed for another term. Kristin will speak with Larry before sending a request to the City.

Trustee Closing Comments:

None

Debbie Dowdy moved to adjourn the meeting. Nancy Milhauser seconded. All present voted in favor; motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary