

Pontiac Public Library
Board of Trustees Meeting Minutes
May 10, 2021

The Pontiac Public Library Board of Trustees met on May 10, 2021. President Connie Snyder called the meeting to order at 5:30pm.

The roll was answered by Bruce Koerner, Curt Myers, Connie Snyder, Nancy Milhauser, Bill Bertram, Cathy Robinson and Kathy McLean. Also attending the meeting was Library Director, Kristin Holzhauer.

Consent Agenda:

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

Correspondence:

A letter was received from Heartland College asking two requests: 1) install benches on the south and east sides of the building so students can safely congregate outdoors 2) update signs outside of building to include MCCA logo. The board agreed to table decision about new signs until the June board meeting.

In May, a patron wrote a \$100 check to replace a book on loan from the Peoria library system. The cost to replace the book is \$4.99. The patron wanted to donate the balance to the Pontiac Public Library. Kristen will contact the patron and ask them to write a replacement check of \$4.99 and separate donation check to PPL if desired.

Director's Report:

Volunteer hours: Mary Tronc – 20 hours

The second quarterly Back to Books report has been submitted. A grant for \$3143.68 was included and approved by the state. The reimbursement check will be mailed in 6-8 weeks.

The email migration from GoDaddy to Microsoft 365 was completed on April 23. Moving forward, the library will purchase annual webmail licensing for Microsoft365 through EntreSolutions II. This migration provides security updates to staff email and saves the library approximately \$400 annually.

Summer Reading: Opened May 3. Included in the program this year will be Bookopoly for high school students and adults. The children's program runs June 5 – July 1. Bookopoly runs June 5 – August 27.

Participation for both programs is free.

The Library will be taking advantage of community electronic recycling day on June 12 which will free up storage space as many items are large and heavy.

East and west doors will be painted using funds under the current repairs/maintenance budget.

Pops Pop-up 3rd Saturday Markets has invited the library to participate in June, July and August.

Kristen will check with Jim Edinger about updating and adding all section signs in the building. Cost will be encumbered under the repairs/maintenance budget for the year.

Kristen continues to work on the IPLAR and hopes to complete early ahead of June deadline. She will provide statistics gathered for the report at the June meeting.

Committee Updates:

Finance Committee:

No report but Eric is looking into CDs that are coming due.

Building and Grounds Committee:

Committee did not meet but Bruce reported that the benches Heartland wants to add may cause ADA noncompliance. He will investigate and report back. Parking lot is still in need of repair, will try to get on agenda for next city council meeting to ask for assistance.

Management Committee:

Committee did not meet.

Old Business:

OMA training and certification update: The OMA and FOIA website was hacked so board members will delay training until it is safe to do so.

New Business:

Trustee terms are up for Bill Bertram, Lisa Martin and Curt Myers. All three names will be submitted to be on next city council meeting agenda for approval.

The fall open house will take place this year in October. A book club that has been meeting for 25 years at the library will be celebrated at this event.

Fall staff training day will be October 11. The library will be closed on that day.

Trustee Closing Comments:

No comments

Nancy Milhauser moved to adjourn the meeting, Lisa Martin seconded the motion. All agreed, motion passed.

Respectfully submitted,

Connie Snyder, President

Kathy McLean, substitute Secretary