

Pontiac Public Library
Board of Trustees Meeting Minutes
May 11, 2020

The Pontiac Public Library Board of Trustees met on March 9, 2020. President Connie Snyder called the meeting to order at 5:33PM.

The roll call was answered by Connie Snyder, Eric Hoover, Nancy Milhauser, Kathy McLean, Bruce Koerner, and Penny Dye. Lisa Martin attended via telephone. Also present was Library Director, Kristin Holzhauser

Consent Agenda:

Trustees reviewed the minutes and paid bills from April. Bruce Koerner moved to accept the minutes and bills as presented. Kathy McLean seconded. All present voted in favor; motion carried.

Correspondence:

Nothing to report.

Director's Report:

The Library closed to the public on Monday, March 17th, following the Emergency March Board meeting. Staff worked in the Library on special projects until the Governor enacted the Stay-At-Home order on March 20th, 2020.

While at home, staff were asked to complete 15-20 hours of online webinar videos for continuing education and complete a report for each webinar. Full-Time staff was scheduled rotationally to check the library building, empty the book drops, gather and sort mail, and code invoices for billing.

Jen, Cat, Mary Lynn, and Kristin have been busy transitioning the summer reading program to be all virtual for the summer, so the community still has summer literacy resources for area children. This will start in early July using Google Classroom which area families are familiar with after completing e-learning.

Kristin has also been maintaining administrative functions for the library from home and creating 3 daily Facebook videos that provide a story time, craft, and chapter book read along. Kristin has been following all of the webinars, meetings, and emails coming from state authorities and health officials to create the COVID-19 response for the Library.

A toilet was determined to have a small leak upstairs at Heartland in the women's restroom. Bruce was able to fix that small leak.

Bruce spoke with the Fire Chief about the building key for emergencies after it was mistakenly determined that the lockbox key was not the appropriate key for emergency services. Bruce provided clarification to the Fire Chief to resolve the issue.

Committee Updates:

Management Committee – Nothing to report.

Building and Grounds – Bruce provided additional information regarding the repair of the toilet for HCC and about the master key for emergency personnel.

Finance Committee – Nothing to report.

Old Business:

None

New Business:

Board Member Reappointments – The terms for Bruce Koerner, Nancy Milhauser, and Penny Dye are set to expire on June 30th, 2020. A letter needs to be provided to the city for trustees that would like to be reappointed and continue to serve as trustees of the Pontiac Public Library.

Bruce and Nancy would like reappointments. Penny Dye decided she would like to end her term as a trustee. We thank Penny for your service and commitment to the library as a trustee. A letter will be sent to the City for the reappointments of Bruce Koerner and Nancy Milhauser for a 3-year term beginning July 1, 2020. The Board will work on filling the empty seat.

COVID-19 Phased Reopening Plan – Kristin presented a phased reopening for the library based on state and local health information. Kristin has been keeping up with area Library Directors and the City to make these preparations. The plan was discussed, and the board was supportive of the plan's progression for reopening. Staff will return for on-site work beginning June 1st with a curbside pickup service offered shortly after. Kristin will keep the board abreast of changes to the plan at the regular board meetings.

Executive Session

Kathy McLean 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 Nancy Milhauser. All present voted in favor; motion carried.

Following executive session, no action was required.

Trustee Closing Comments:

Nothing to report

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary