

Pontiac Public Library  
Board of Trustees Meeting Minutes

June 8, 2020

The Pontiac Public Library Board of Trustees met on June 8, 2020. President Connie Snyder called the meeting to order at 5:35pm.

The roll call was answered by Connie Snyder, Bruce Koerner, Nancy Milhauser, Lisa Martin and Kathy McLean. Eric Hoover and Bill Bertram arrived after roll was called. Also present was Library Director, Kristin Holzhauser.

Consent Agenda

Trustees reviewed the minutes and paid bills from May. Nancy Milhauser noted that there was a typo that Kristin Holzhauser advised she will correct. Nancy Milhauser moved to accept the minutes and bills as presented. Bruce Koerner seconded. All present voted in favor, motion carried.

Correspondence

The library was awarded the full per capita amount (\$14,913.75) from the State of Illinois. The payment is expected in the fall.

Director's Report

The library staff returned to work June 1<sup>st</sup>. The library was thoroughly cleaned and a process has been put in place to quarantine and sanitize returned materials. Curbside pickup service begins June 9<sup>th</sup>. Patrons will be allowed to return in limited numbers hopefully on July 6<sup>th</sup>. All dates are in accordance with the State of Illinois phase 3 safety reopening procedures. A plexiglass sneeze guard will be constructed around the circulation desk and will remain in place for the foreseeable future.

The Virtual Summer Reading Program will start registration online June 29<sup>th</sup>, with the program beginning July 6<sup>th</sup>. Four weeks of activities will be offered through Google Classroom.

Director Kristin Holzhauser is pricing new refrigerators as the current one has a Freon leak and it will be cheaper to purchase a new one than to repair the old.

Gem's Carpet Cleaning will be cleaning all of the upholstery in the library. This cost is within the budget under repairs/maintenance line item and will ensure that our soft surfaces are cleaned and sanitized ahead of the public entering the building.

Committee Updates

*Finance* - \$9000.00 received from the Yost Trust.

*Building and Grounds* – Nothing to report.

*Management* – Nothing to report.

### Old Business

Heartland Community College wants to purchase signs for the outside of the building. Director Kristin Holzhauser will meet with them to discuss working together to create signage for Heartland and the library on the same sign.

Penny Dye has resigned from the board. A new trustee is under consideration at this time.

### New Business

Heartland Community College is interested in subletting part of their space. The topic was tabled to research and discuss at a later date.

An employee COVID-19 Post-Travel Quarantine Policy will be considered if needed.

### Trustee Closing Comments

Nothing to report.

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary (Kathy McLean substitute)