

Pontiac Public Library
Board of Trustees Meeting Minutes
June 10, 2019

The Pontiac Public Library Board of Trustees met on June 10, 2019. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Eric Hoover, Bill Bertram, Nancy Milhauser, Bruce Koerner, Kathy McLean, and Curt Myers. Also in attendance was Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the minutes and paid bills from May. Curt Myers moved to accept the minutes and bills as presented. Bruce Koerner seconded. All voted in favor, motion carried.

Correspondence:

Nothing to report.

Directors Report:

The annual IPLAR report was filed on 5/31/19. The library continues to track new statistics that state is interested in. The library was ahead of last year's number in many categories.

New phones have arrived for the library. EntreSolutions has been running the wiring for the switchover to VOIP phones. The library will keep a regular phone line for the emergency line in the elevator and for the fax line. There will be no change in the library's phone number.

EntreSolutions has reviewed our computers and has recommended we request newer computers from State Farm's donation program. Kristin has completed that request in hopes of replacing the computers this Fall before the open house.

The only supplier for a new coin operated copy machine is ITC systems. The library will be receiving a quote from them for a new machine and service contract.

The Human Library Project event was a nice evening in honor of our local veterans. The library will be looking to have another Human Library Project for the fall that may highlight other life experiences in addition to the veterans.

The Summer Reading Program has been going well, and the first day of activities had over 75 in attendance. The Saturday launch party was also well attended with over 125 in attendance.

Kristin is planning a full carpet cleaning after the Summer Reading Program and ahead of the fall open house.

Regular weekly programming will restart when school begins this fall, so there will be a break between the Summer Reading Program and the fall lineup of programs.

Committee Update

Management Committee – Nothing to report.

Building and Grounds – Nothing to report.

Finance Committee – Nothing to report.

Old Business:

Nothing to report.

New Business:

Livingston County Workforce Signage – Livingston County Workforce has requested signage be added outside with the library's existing signage. They offered to pay 100% of the cost. Following a brief discussion on the matter. Eric Hoover motioned to approve moving forward with allowing the additional signage as long as the design meets the zoning requirement of the city for signs. Nancy Milhauser seconded. All voted in favor.

Presenter/Performer Policy – Discussion – The board discussed whether there was a need to create a policy for presenters/performers. The policy would address library and presenter responsibilities and cover issues regarding background checks or similar reviews. The consensus of the board was no such policy is needed at this time.

July Board Meeting – Discussion/Approval – Due to the Summer Reading Program in progress Kristin would like to forgo the July meeting until the regularly scheduled meeting in August. Bill Bertram motioned to forgo the July meeting as presented. Bruce Koerner seconded. All voted in favor.

Trustee Closing Comments:

Nothing to report.

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary