

Pontiac Public Library
Board of Trustees Meeting Minutes
June 14, 2021

The Pontiac Public Library Board of Trustees met on June 14, 2021. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Bruce Koerner, Cathy Robinson, Connie Snyder, Eric Hoover, Kathy McLean, and Nancy Milhauser. Bill Bertram and Lisa Martin arrived shortly after roll call.

Consent Agenda:

Trustees reviewed the minutes and paid bills from May. Bruce Koerner moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All present voted in favor. Motion carried.

Correspondence:

Long-time volunteer, Mary Tronc, passed away. She worked diligently at maintaining the historical catalog and Kristin is looking at dedicating that in her name.

Lisa Martin, Curt Myers, and Bill Bertram were re-appointed by the mayor and city council.

Kristin was informed that the parking lot will be repaired by the city and is expected to be completed by fall.

The patron who offered a donation of \$100 to replace a missing book that was on loan from the Peoria library returned the book, and the library still received the \$100 donation. The patron also provided a donation to the Peoria library that will be forwarded.

Kristin was contacted by Kathleen Burke regarding a chair that was long ago loaned to them for her father's use. Kathleen wanted to know whether she could keep the chair for a donation to the Library. Kristin looked into the situation and the Library has attempted to get this chair back from the family over the years with no success. The chair is part of a set of original furniture for the Library. The Board decided that the family should return the chair and include a donation for the years they have been allowed to use it. Kristin will contact Kathleen.

Director's Report:

Volunteer hours for the month – 12

The Summer Reading Program and Bookopoly began on June 5th with approximately 170 registered for the children's program and approximately 35 registered for Bookopoly.

The library will be participating in the 3rd Saturday market at Pops Pop-Up on June 19th, and we hope to participate in July and August as well.

The library has begun accepting donation again from the public. Donations will be limited to 20 items per person per drop off to allow staff time to clean and process the donations for upcoming sales.

All of the library's old and broken technology equipment was taken to the committee recycling event held on June 12th, which has freed up storage in the archive room. The library is looking to receive some newer equipment from State Farm through their donation program.

Kristin will be looking for a professional painter/contractor to repair and paint the East and West exterior doors of the building due to the rusted metal that will need to be repaired as part of the job. Bruce Koerner will assist in locating a contractor to complete the project.

The IPLAR for 20-21 was submitted and has been received by the state. The report detailed the effects of COVID-19 on library services. Kristin noted that the weeks the library was open for curbside services did not count as open, so the library was only reported open for 31 weeks for the reporting year.

A table and chair were vandalized with "Trump 2024" in ink or marker. Kristin was able to remove the markings from the table but was not able to remove it from the vinyl chair.

The library will be closed July 5th in observance of Independence Day.

Regular weekly/monthly programming is set to begin August 16th, which coincides with the beginning of the school year.

Committee Updates:

Management Committee – Two new hires are getting 15-20 hours each and are doing great.

Building and Grounds – Nothing to report

Finance Committee – One certificate of deposit maturing in July and held at Bank of Pontiac will be redeemed and moved to the library's investment money market account at Bank of Pontiac.

Old Business:

None

New Business:

HCC Request for Exterior Benches – Discussed Heartland Community College's request for permission to install exterior benches, one on the South wall near the entrance and two on the East wall near the two exterior doors. The proposed benches would be blue with HCC Pontiac Campus on the bench. Trustees discussed the aspects of safety and ADA compliance for both locations, as well as the proposed size, color, and design of the benches. Trustees agreed that the color of the benches should match the existing outside bench, which is black. Trustees also agreed that they were not in favor of benches on the East wall due to safety and ADA compliance concerns. Following the discussion of the request, Cathy Robinson motioned to allow Heartland Community College to install the proposed bench on the South wall if they are

willing to change the color from blue to black to match the existing bench. Nancy Milhauser seconded the motion. Voting in favor Cathy Robinson, Nancy Milhauser, Connie Snyder, Kathy McLean, and Eric Hoover, voting in opposition, Bruce Koerner. Motion carried.

COVID-19 Response Updates – Reviewed and discussed the library’s *COVID-19 Response Policy* and *COVID-19 Response Staff Policy*. Bruce Koerner motioned to adopt both policies as presented. Kathy McLean seconded. All present voted in favor, motion carried.

Futures Unlimited Cleaning Services – Discussed the ongoing cleaning arrangement with Futures Unlimited and pricing update for services through January 2022. Kristin noted that Futures provides two workers and a supervisor for approximately 16 hours per week to clean the library. Kristin has been pleased with the cleaning services provided, and the service remains cost beneficial when compared to hiring an employee to perform the cleaning services. The services was included in the current budget, trustees had not concern with continuing to use the cleaning services at the updated pricing.

Trustee Closing Comments:

None

Nancy Milhauser moved to adjourn the meeting. Bruce Koerner seconded. All present voted in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary