

Pontiac Public Library  
Board of Trustees Meeting Minutes

July 13, 2020

The Pontiac Public Library Board of Trustees met on July 13, 2020. President Connie Snyder called the meeting to order at 5:29 pm.

The roll call was answered by Connie Snyder, Bruce Koerner, Nancy Milhauser, Curt Myers, Cathy Robinson and Kathy McLean. Lisa Martin arrived after roll was called. Also present were Library Director, Kristin Holzhauser and Heartland Community College Pontiac Director, Stacey Shrewsbury.

Consent Agenda

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

Correspondence

Cathy Robinson has been approved by the City Council as Trustee and was welcomed by the Library Board members.

Director's Report

A book sale fundraiser was held at Pops Pop-up Inc. on Saturday June 20<sup>th</sup>, 2020. Vendor fees were donated to the library as well. The library will be invited back to the July event.

Gems Carpet Cleaning cleaned carpets, upholstered chairs and resealed the tile in restrooms. The cost of this cleaning was already budgeted under the annual contract.

A new refrigerator for the break room was purchased from Wright's Furniture.

Inter-Library Loan through RAILS started again on June 29<sup>th</sup>, 2020. Strict quarantining guidelines are being adhered to. Due to these guidelines, the library's ability to provide in-house programming using the Program Room will be stopped until the state reaches Phase 5 of the COVID-19 re-opening plan.

The Library opened to the public on July 6<sup>th</sup>, 2020, with some restrictions still in place for community safety. Face coverings are required and hand sanitizer is available upon entry to the building. The stacks remain closed. Curbside pickup continues to be offered. Two public computers are available by appointment due to social distancing requirements. These measures will continue at least through the end of July.

The virtual Summer Reading Program launched July 6<sup>th</sup>, 2020 using Google Classroom. Participants have access to suggested reading lists, video lessons, story time videos, chapter book video preview, crafts/activities instructions, and a printable/downloadable library of different worksheet pages for each of the four weekly themes. A community I-Spy game was created using the exterior R.E.A.D. sign. Prizes this year will prioritize the support of our local businesses who always generously support the Summer Reading Program.

The 2019-2020 IPLAR was submitted and approved by the State Library on July 1<sup>st</sup>, 2020. Items of note in annual statistics: steady increase in public computer use, visits to the Library website and Facebook page.

Director, Kristen Holzhauser, has applied for two grants that were created in response to COVID issues. Funds, if awarded, from both grants will need to be applied to digital resources like a Hoopla or Audible subscription for patrons. These digital subscriptions are vitally important for library patron access especially in a time of limited library access. Grants will be awarded by the end of July.

The Library is partnering with Pontiac Parks and Rec for an outdoor Story Time at Block 59 on Saturday, July 25<sup>th</sup>, 2020. The family event will follow the social distancing and gathering guidelines.

#### Committee Updates

*Finance* – Nothing to report.

*Building and Grounds* – External sign plans in conjunction with Heartland have been put on hold due to COVID-19. Heartland will be subleasing space to MCCA and Heartland will be responsible for any remodeling costs. Bruce Koerner moved to approve a sublease agreement between Heartland and MCCA. Lisa Martin seconded the motion. All present voted in favor, motion carried.

*Management* – Nothing to report.

#### Old Business

Rails issued a statement asking libraries to recommend that all library employees self-quarantine for 14 days after returning from any travel and they offered a proposed policy to follow. A discussion about a COVID employee policy ensued resulting in the matter being tabled until the August Board meeting. The management committee will meet to discuss and present quarantine suggestions to the board.

#### Trustee Closing Comments

Nothing to report.

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary (Kathy McLean substitute)