

Pontiac Public Library  
Board of Trustees Meeting Minutes  
August 10, 2020

The Pontiac Public Library Board of Trustees met on August 10, 2020. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Eric Hoover, Nancy Milhauser, Bruce Koerner, Lisa Martin, and Bill Bertram.

Consent Agenda:

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

Correspondence:

The library received a letter regarding the Evenglow construction project and a variation request for the construction. The construction of new building that is scheduled to begin Fall 2022. The project is expected to impact traffic flow and last 18-24 months.

Director's Report:

The library participated in the 3<sup>rd</sup> Saturday market hosted by Pops Pop-up, and the vendor fees for the event were collected as a donation to the library.

The library partnered with the Pontiac Parks and Rec for an outdoor story time on Saturday July 25<sup>th</sup>. The library and Pontiac Parks and Rec are planning on partnering together for additional events as long as it is safe to do so.

Due to decreased interest in our Curbside service, Kristin has suspended the online form for making curbside reservations. The library is offering to take items to patron's cars if they call when they arrive.

The REALM study being completed by Bartelle has determined that the COVID virus is still alive on some thick plastic surfaces at 4 days. The library has changed its quarantine period from 3 days back to 4 days for items like magazines. Kristin continues to monitor studies to ensure circulation is done with the utmost safety.

The library was notified that we were not rewarded funds for any of the three grants applied for at the end of June. The grants were very competitive and the grant committee noted the overwhelming number of applications received for each grant.

Pontiac 429 has requested a delay on the initiation of the Intergovernmental Agreement for the 20-21 school year. Student cards expire August 15<sup>th</sup>.

Swank Movie Licensing has provided the library permission for an outdoor movie at no additional cost to our licensing agreement. Kristin is planning a viewing of Hook on Friday, September 4<sup>th</sup>. Attendance will be limited to about 50 with social distancing.

Committee Updates:

*Management Committee* – Discussed pandemic policy.

*Building and Grounds* – Heartland removed a sign by the elevator by mistake and they are going to repair. The staff were not made aware of the plan for removal and were surprised when Heartland maintenance staff were at the library upon their arrival. Bruce will be addressing the expectation that Heartland notify Kristin if staff will be working in the common areas when the library is not yet open.

*Finance Committee* – A certificate of deposit is maturing in August will be redeemed and moved to checking.

Old Business:

Temporary Pandemic Response Personnel Policy – Policy was reviewed by the management committee and was presented for approval. Bill Bertram motioned to approve the policy as presented. Lisa Martin seconded. All present voted in favor. Motion carried.

New Business:

*21-22 Library Levy* – The city must be notified by September of our intent to levy. Bruce Koerner motioned to approve and forward the CPI levy increase under PTELL to the city for the next fiscal year. Nancy Milhauser seconded. All present voted in favor. Motion carried.

*21-22 Non-Resident Library Fee* – The current Non-Resident fee is set at \$75. Lisa Martin motioned to leave the Non-Resident fee at \$75. Bill Bertram seconded. All present voted in favor. Motioned carried.

Executive Session

Bill Bertram 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

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

Respectfully submitted,

Connie Snyder, President  
Eric Hoover, Secretary