

Pontiac Public Library
Board of Trustees Meeting Minutes
August 14th, 2023

The Pontiac Public Library Board of Trustees met on August 14th, 2023. President Connie Snyder called the meeting to order at 5:30 PM.

The roll call was answered by Connie Snyder, Kathy McLean, Lisa Martin, Larry Krominga, and Nancy Milhauser. John Wille arrived after roll call. Also in attendance was the Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the June minutes and paid bills. There was no meeting in July. Nancy Milhauser moved to accept the minutes and bills. Kathy McLean seconded. All present voted in favor; motion carried.

Citizens to be Heard:

None

Correspondence:

A letter to the board from Susan Rittenhouse Hazlet was opened and read. She shared her thanks and accolades to Kristin and the staff for their assistance with a historical project she was working on. She appreciates the staff and how well run the library is as a service to the community.

An email from Heartland Community College was received asking who the contacts are regarding lease related matters. Kristin responded to the email providing her and Connie's contact information.

Another email from Heartland Community College also provided an update to staffing for the college. The program assistant left in August and Stacey Shrewsbury resigned as Director and will be leaving in September. There will be an interim Director while a search for a permanent Director is conducted.

Kristin also received an inquiry from a woman from Wheeling, IL regarding board and library governance information. Kristin responded to the questions and provided links to the website for further information.

Director's Report:

The Summer Reading Program was a great success this summer. The library had just over 100 children ages 2-7th grade enrolled in the program and saw an average weekly attendance of roughly 260. The finale trip on July 27th was a special day for the top participants and their families. We had a fun morning at LEGoland and enjoyed a delicious lunch at Lou Malnati's Pizza. Kristin appreciates all of the 2023 Partners in Reading and the Floyd and Alta Byrne Trust for supporting our children's programs this year. Bookopoly for the adults is continuing through the end of August. Prizes for the reading contest will be awarded just after Labor Day.

On June 29th, a leak from the condensation pan connected to one of the air conditioning units near the public restrooms was discovered. The air conditioning units share the wall with one of the restrooms and caused water damage in the bathroom. Part of the wall and the enclosed insulation needed to be removed. The air conditioning unit was repaired, and the space was allowed to dry out before the wall was repaired. Wright's Furniture will replace the damaged cove base trim and the wall will be repainted.

Regular weekly programs will begin again the week of August 21st, 2023. The library will again offer two weekly story times on Monday and Tuesday mornings. LEGO club will also be offered again on Wednesdays. The start time for LEGO Club has bumped back 15 minutes due to the change in area school day schedules. It will now be 3:45-4:45 PM to allow bus students to attend after school.

School District 429 students with student library cards will begin the school year with library access this year. All library cards will automatically renew on August 31st, 2023, and Kristin will work with the school district to change school assignments and clean up student records. Central School will receive student applications at the start of the school year. Book delivery will begin after Labor Day.

The Bank of Pontiac donated a nice desk that has aided the central workroom reorganization. The storage cabinets and one small computer station were sold to Rte 66 Kites. The added space has allowed for a much nicer

organization of the workroom space and we are working on completing the changes to the office currently. The donation from Bank of Pontiac is very appreciated.

The Library will once again host Heartland Headstart's Reading Rocks this year at the Library. We will provide story time for the preschool and toddler students and families and provide information regarding library card issuance and library programs and services to the families.

The Library will also be returning for story times at Noah's Ark Preschool monthly. We will offer two story times for each of the age levels monthly. Jen and Kristin will share those story time slots throughout the year and provide information to the students regarding library programs as well.

Kristin is working with Andrew Henderson, IT Director for the City on the installation of security cameras in the library. The quotes from area companies were in the \$10,000-\$14,000 price range. Andrew believes he can acquire and install cameras to meet all the necessary regulations for around \$3000 which is a significant savings.

Committee Updates:

Management – The Management Committee will be meeting on August 14th following the regular meeting.

Building and Grounds – None

Finance – None

Old Business:

Digitization Update- The check for payment of the digitization project has been issued to NewsBank. Kristin will work on the next steps for the project with the Newsbank representative. She is planning a marketing campaign to increase awareness and to continue fundraising. Newsbank should be able to provide a large portion of the more recent years of publication relatively quickly. The early years will have to be processed from the microfilm and should take about 6 months for completion.

New Business:

Fall Open House '23/ October Board Meeting – Kristin asked to determine what date should be set for the annual Fall Open House. Connie Snyder asked about last year's attendance and whether we wanted to continue with the Fall Open House this year. It was discussed and determined that we would skip this year's Fall Open House in lieu of next year's 130 year anniversary and the intention to do a large reception for that anniversary. Discussion on anniversary plans was tabled for a future meeting. The Board discussed the October meeting and agreed to meet on October 9th as previously scheduled.

Staff Training Day- Kristin asked to close the Library on November 22nd, 2023 for the annual all staff training day. This day fulfills the annual requirement of First Aid/CPR/AED training for all staff as well as City-wide annual training. Larry Moved to close the library on November 22nd, 2023 for staff training. Lisa Martin seconded. All present voted in favor, motion carried.

Serving Our Public 4.0 Chapter Review- This agenda item was tabled for a future board meeting. Kristin's computer had a malware attack and she was not able to retrieve the files for review ahead of the board meeting.

Trustee Closing Comments:

None

Larry Krominga moved to adjourn the meeting. Nancy Milhauser seconded. All present voted in favor; motion carried.

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary