

PONTIAC PUBLIC LIBRARY
211 EAST MADISON STREET – PONTIAC, ILLINOIS
REGULAR MEETING OF THE BOARD OF TRUSTEES
MONDAY, SEPTEMBER 13, 2021 5:30 P.M.

The Pontiac Public Library Board of Trustees met on Monday, September 13, 2021. President Connie Snyder called the meeting to order at 5:35 p.m.

The roll was answered by Connie Snyder, Curt Myers, Bruce Koerner, Lisa Martin, Nancy Milhauser. Bill Bertram arrived shortly after the roll call was taken. Library Director Kristin Holzhauser was not in attendance.

Consent Agenda—Trustees reviewed the minutes and paid bills from August. Curt Myers moved to accept the minutes and bills as presented. Lisa Martin seconded. All present voted in favor, motion carried.

Correspondence—none

Director’s Report—Connie Snyder read the Director’s Report

- Weekly Story Times and Lego Clubs have resumed.
- The library participated in the 3rd Saturday market on August 21.
- The fiscal year 2022-2023 levy request for the annual 4.9% allowable increase has been submitted to the City.
- The library cards for students and teachers thru the intergovernmental agreement with District 429 have been renewed. Weekly deliveries will resume September 21.
- The RICOH copier contract expires November 8. Kristin will request quotes from other providers before renewing contract with RICOH, as there has been some recent trouble with customer service and technical support.
- Gem’s Carpet Cleaning will maintain fall dates for cleaning despite our decision to postpone the Fall Open House. There are some spots that need to be treated before Winter. He will come back prior to the Open House in the Spring.
- There was a Heartland Head Start story time on September 3rd and a Grandparent’s Day Celebration on September 11th.

Committee Reports

Management Committee did not meet.

Finance Committee did not meet.

Building and Grounds Committee—Bruce suggested putting an awning over the front entrance door. There used to be one there. He checked with the City

and learned there may need to be a variance to have the Library name on the awning as advertising. The awning would serve as a weather break and help with snow removal. Suggested opening up the idea to Heartland for over their door on the East side of the building. He got information from the Chenoa Library about their new awning and also information from Chris Brock from the City.

When the parking lot was redone a panel on the side of the library was broken. A panel has been ordered. Was decided to replace the broken panel with an older panel from the back of the building so the color would match and put the newer panel in the back.

The West side door needs replaced. It was damaged by heat from the fire at Wright's Furniture and is also rusted. The East side door also has rust damage. Bruce got a quote from Vissering for these replacement doors. Was recommended that we wait until Spring to replace these with possible grant money for the door and possibly the awning. Was recommended we table this until the Spring. The front doors are in good shape.

Old Business—none

New Business

- Vissering quote for Exterior Doors/Live and Learn Grant—explained in the Building and Grounds Committee report.
- '22 Per Capita/Review of Serving Our Public Chapters 1-6

Page 2, #13 Technology Plan/Long term strategy—need to update, would like to see the last checklist

Page 7, bottom—was questioned on why we need a succession plan? Was suggested to leave vague.

Was decided to table until October when Kristin could answer the questions.

Trustee Closing Comments—The Annual Open House will be held in the Spring because of COVID concerns.

Bruce Koerner moved to adjourn the meeting. Lisa Martin seconded the motion. All agreed, motion passed.

Respectfully Submitted,
Connie Snyder, President

Nancy Milhauser, substitute secretary