

Pontiac Public Library
Board of Trustees Meeting Minutes
October 21, 2019

The Pontiac Public Library Board of Trustees met on October 21, 2019. President Connie Snyder called the meeting to order at 5:30PM.

The roll call was answered by Connie Snyder, Eric Hoover, Nancy Milhauser, Kathy McLean, and Curt Myers.

Consent Agenda:

Trustees reviewed the minutes and paid bills from September. Curt Myers moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All voted in favor, motion carried.

Correspondence:

Nothing to report

Directors Report:

Volunteer hours were 19 for the month.

Grandparent's Day Celebration was held on September 14th with 17 in attendance. Shortly after the event the library had to be evacuated due to a fire at Wright's Furniture. Kristin was allowed back in the library at 8:30PM. Power had been restored but internet was down and there was significant smoke smell in the building. The library remained closed Monday while ServPro cleaned the air in both the library and Heartland at a cost just below our insurance deductible of \$5,000. In addition, the internet switch and access point for the internet was damaged and needed to be replaced at a cost of approximately \$300. Entresolutions was extremely helpful in getting the library back online.

The Lego Club is going well with roughly 20 kids and adults attending weekly.

Story times will be changing at the beginning of the new year to better coincide with the Noah's Ark schedule. This change is expected to increase the overall attendance.

The library received 100% of the Per Capita Funding for the fiscal year. The amount received was approximately \$5,000 more than budgeted.

The open house event on October 3rd was a great event, and we featured art pieces from artist with the GLCAC and Community Art Center. These pieces will be on display through the remainder of the month.

A new high school volunteer from the Livingston County Special Service Unit is providing about 2 hours of volunteer work weekly. The volunteer is helping with some cleaning and officer work which is very appreciated.

On October 4th Kristin was contacted by Heartland regarding an increase in humidity and odd smell in one of the rooms. Kristin investigated and noticed no smell or increase in humidity

during her visit, but she contacted Lyons Brothers to check the A/C units. During the inspection Lyons Brothers found no issues with Heartland, but identified two unrelated A/C units that were frozen up and required repairs of approximately \$1,200. It was recommended that Kristin look into the cost of an annual maintenance contract to help with early identification of such issues and possibly help extend the life of the units.

VOIP phone are ready for install and should be completed by the end of the month. Notice will be posted to informing the public about the upgrade.

A donation of newer computers has been received from State Farm, and they are expected to be installed by the end of the month. A protective mat will be placed under the public computer station during the installation.

Committee Update

Management Committee – Nothing to report

Building and Grounds –Nothing to report

Finance Committee – The second installment of property taxes is expected later this week.

Old Business:

Nothing to report

New Business:

Repairs/Maintenance Budget – Trustees discussed an increase in the budget for repairs and maintenance. In light of the unexpected costs associated with repairs from the fire and air conditioning an increase in the budget was deemed necessary. Eric Hoover motioned to increase the budget for repairs by \$15,000. Kathy McLean seconded. All voted in favor, motion carried.

Per Capita Grant Requirements-Trustee File Facts/Webinar – Trustees were provided a copy of Chapters 11-14 and appendices from the Trustee Facts File and Chapter 3 of the Serving Our Public 3.0 to review at their leisure. Kristin will be reviewing each chapter with trustees at the November meeting.

Trustees watched approximately half of the webinar, *Engaged Planning “Ask what you can do for your rural community”*. The remainder of the webinar will be watched at the November meeting.

Trustee Closing Comments:

Nothing to report

Nancy Milhauser moved to adjourn the meeting. Kathy McLean seconded. All voted in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary