

Pontiac Public Library
Board of Trustees Meeting Minutes
January 13, 2020

The Pontiac Public Library Board of Trustees met on January 13, 2020. President Connie Snyder called the meeting to order at 5:30pm.

The roll was answered by Connie Snyder, Nancy Milhauser, Penny Dye, Bruce Koerner, and Kathy McLean. Also present was library director Kristin Holzauer.

Consent Agenda:

Trustees reviewed the minutes and paid bills from December 2019. Bruce Koerner moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All voted in favor, motion carried.

Correspondence:

None

Director's Report:

- December holiday programs were very well attended including book signing with John Sanford, local author/illustrator.
- Eric Hoover, Bruce Koerner and Director Kristin Holzauer attended a meeting with Heartland Community College on December 12. Heartland provided information regarding their new strategic plan. Their main goals are to increase college visibility and enrollment, and establish community partnerships. Prior to meeting with the library, Heartland met with the city.
- Due to parent feedback, weekly story time days and times have been changed to meet patron needs.
- Andrew has installed the donated State Farm computers. He has also rewritten the library's server image to help troubleshoot some recent issues. A computer mat has been laid down to protect the carpet.
- Per Capita grant has been submitted and approved by the state. Kristin has also submitted the ILLINET and state certification. The IPLAR is due at the end of May. She will also be working on the FY 20-21 budget and staff reviews in the near future.
- Volunteer hours: 15 in December, 2019

Committee Updates:

Finance Committee:

No report

Building and Grounds Committee:

Did not meet – Bruce Koerner noted that outdoor ADA signs will be installed

Management Committee:

No report

Old Business:

Per Capita grant has been submitted and approved by the state

New Business:

- Board schedule for 2020-2021 – the state requires the Board meet at the same date and time each month. The trustees agreed to meet at 5:30pm on the second Monday of each month.
- Some Board member term renewals will come up in June. Penny Dye, Bruce Koerner and Nancy Milhauser's terms will expire.
- We will begin to review and update the Library Bi-Laws
- DCM Landscaping submitted a proposal for grounds maintenance for 2020. The contract will be presented to the Board and voted on at the February meeting.
- Cannabis legalization – reasonable suspicion checklist will be drawn up and discussed at future board meeting

There was no other business to discuss. Nancy Milhauser moved to adjourn the meeting. Penny Dye seconded the motion. All in favor, motion carried.

Respectfully submitted,

Connie Snyder, President
Kathy McLean, substitute Secretary