

Pontiac Public Library
Board of Trustees Meeting Minutes
April 10th, 2023

The Pontiac Public Library Board of Trustees met on April 10th, 2023. President Connie Snyder called the meeting to order at 5:33 PM.

The roll call was answered by Connie Snyder, John Wille, Bill Bertram, Debbie Dowdy, Lisa Martin, Kathy McLean, Nancy Milhauser, and Eric Hoover. Also in attendance was the Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the February minutes and paid bills. Debbie Dowdy moved to accept the minutes and bills as presented. Nancy Milhauser seconded. All present voted in favor; motion carried.

Citizens to be Heard:

None

Correspondence:

Kristin reminded the board about the Economic Interest Forms that need to be filed by May 1st, 2023. Many trustees provided Kristin with their completed forms. Kristin will await the final form submissions and file with the county May 1st.

Director's Report:

The "Read Over the Rainbow" reading contest for March was very popular. Participants really enjoyed having a month-long reading challenge. Raffle winners were given a library tote bag and a gift certificate. We will do another reading challenge for high school students and adults as part of our annual summer reading program.

New Library hours began 4/3/23. Andrew Henderson assisted the library with a change to the phone messaging system to reflect the new hours. Diaz Sign Art will be removing the old vinyl sign for library hours on the front door and replacing it with a new sign that includes our new logo.

Helping Hands Resale Shoppe sponsored the Library during the week of 4/3/23- 4/8/23. A portion of their sales from the week will be donated to the library. This donation will be added to the digitization project fundraising. I appreciate Helping Hands' support of the Library.

The Library will participate with the Art Center for Global Slow Art Day on 4/15/23. This day is set aside to encourage people to slow down, take-in, and enjoy the art around them. We will feature the local art on display in the library for this community program.

I have been asked to present an update on the library at KIWANIS on Wednesday, April 26th at noon. I will provide a year-end review of our program/activities/services as well as a look ahead to the next fiscal year as well as our fundraising efforts.

National Library week is April 24th – 28th, 2023. This year's theme is "There's More to the Story." It encourages communities to explore all the services libraries offer...it's so much more than books. I will be posting library advocacy information throughout the week both on our Facebook page and our website.

Lincoln School staff and students will once again come to the library for class visits during National Library Week April 24th-28th. We will provide a story time and a craft for each class. We will also provide them introductory flyers with information about our annual summer reading program and remind them that their library cards are active all summer long.

We will have a book sale and our first bake sale post-pandemic from April 25th- May 1st. Bags of books will be \$4 and proceeds will support the library's operating fund.

The Library will also participate in the Swinging Bridges Festival on Sunday May 7th. There will be a tent on the square from 9:00-12:00. The library will provide 2 story times and crafts.

Committee Updates:

Management – None

Building and Grounds – DCM landscaping will begin spring cleanup around the building. They will be planting day lilies on the east side of the building. Kristin also asked them to prepare some plans for the new trees in front and around the book drop plantings that will need to be addressed this spring. She will present those options and the cost to the board in an upcoming meeting.

Finance – Eric has asked Reta to check and compare current CD rates. He will work with Reta on reinvesting some of the reserve funds if the rates are good.

Old Business:

Digitization Funding Update- The Humiston Trust contacted Kristin to get an update on our fundraising efforts. They will extend their grant into the next fiscal year to give the library some extra time for fundraising. Kristin will again present the intergovernmental agreement option to Tri-County libraries at the next meeting to see if there is any additional interest.

Live & Learn Construction Update- Kristin has not yet received the final inspection report from the City for the grant requirements. The final grant report is due 4/15/23. Once Kristin receives this she will file it with the state and share the report with the board at an upcoming meeting.

New Business:

Executive Session Minutes – John Wille motioned to keep all executive session minutes closed. Bill Bertram seconded. All present voted in favor; motion carried.

Personnel Policy Manual Addendums- Staff Conduct & Work Rules, Workplace Security & Inspections, Staff Use of Library Systems & Equipment, Disciplinary Steps- Kristin presented drafts of some additional personnel policies she would like added to the library personnel policy manual. She reviewed each policy. The Trustees discussed the policies before voting to enter into an executive session.

Executive Session:

Kathy Mclean motioned at 5:53 to enter into executive session. Nancy Milhauser seconded. The executive session was held for the purpose of discussing personnel matters. At 6:10 PM Nancy Milhauser motioned to adjourn the executive session. Lisa Milhauser seconded. All present voted in favor; motion carried.

Trustee Closing Comments:

Kathy Mclean motioned to accept the personnel policy addendums as Kristin presented them. Nancy Milhauser seconded. All present voted in favor; motion carried.

Bill Bertram moved to adjourn the meeting. Lisa Martin seconded. All present voted in favor; motion carried.

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary