

Pontiac Public Library
Board of Trustees Meeting Minutes
May 9, 2022

The Pontiac Public Library Board of Trustees met on May 9, 2022. President Connie Snyder called the meeting to order at 5:35PM.

The roll call was answered by Connie Snyder, Lisa Martin, Eric Hoover, Nancy Milhauser, and Debbie Dowdey. Also in attendance was Library Director, Kristin Holzhauer.

Consent Agenda:

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

Correspondence:

Received correspondence from Futures Unlimited that they are terminating their cleaning services effective July 1st. Kristin will be looking at options for discussion.

Director's Report:

Kristin spoke at RSA Day on April 14th in Washington. She presented two sessions on Intellectual Freedom.

The Kindergarten through Second grade classes from Graymont school visited the library on April 25th for story time, a tour, and craft. They were all given information about the Summer Reading Program.

The bagged book sale was hugely successful. Karen Diestelkamp worked very hard to cycle through the inventory, create relevant displays and marketing which contributed significantly to the success of the sale.

Kristin presented at the Illinois Library Reaching Forward conference in Rosemont on May 6th. The presentation was a panel discussion with three other librarians from suburban libraries.

A combustion motor in one of the Lennox heating units was replaced on April 27th. The staff could smell natural gas and had the fire department called to inspect, and Lyons Heating and Air was also called and found the motor broken.

Letter requesting donations were mailed to area businesses for the Summer Reading Program. The summer reading program is 100% funding by donation, and we appreciate the support of the program from local businesses.

End of year letters and Summer Reading registration information was sent to the schools to remind them about their library card access, returning material, and the Summer Reading Program.

Kristin is wrapping up the IPLAR for the fiscal year, which is due June 1st.

Committee Updates:

Management – Nothing to report.

Building and Grounds – Nothing to report.

Finance – Certificate of Deposit coming do. Eric will work this Reta on the reinvestment.

Old Business:

Live & Learn Construction Grant Update - Kristin attended a grant review meeting on April 28th remotely. At this time our grant for the exterior doors has been forwarded for funding. Funds will be issued in ranked order until funds are exhausted, so we are waiting to see if funds are available when our application come up for funding.

New Business:

Library Trustee Appointment – Debbie Dowdy was appointed to finish the terms vacated with the resignation of Cathy Robinson.

Library Trustee Appointment – Eric Hoover, Kathy McLean, and Connie Snyder are scheduled for reappointment. There were no objections or changes to the appointments.

Policy Review – Kristin reviewed the following policies. Lisa Martin motioned to approve the policies as outlined. Nancy Milhauser seconded. All present voted in favor; motion carried.

- Library Code of Conduct – Approved as presented
- Computer Use Policy – Approved as presented
- Library Internet Policy – Approved as presented
- Request for Consideration – Approved as presented
- Materials Selection – Approved as presented
- ALA Appendixes – Approved as presented
- Quiet Room – New policy that outlines permitted use of the quite space including reservation requirements, group size, hours of use, suspension of privileges, and identification requirements. Approved with changes regarding acceptable identification.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary