

Pontiac Public Library
Board of Trustees Meeting Minutes
June 13, 2022

The Pontiac Public Library Board of Trustees met on June 13, 2022. President Connie Snyder called the meeting to order at 5:28pm.

The roll was answered by Bruce Koerner, Connie Snyder, Nancy Milhauser, Debbie Dowdey and Kathy McLean. Lisa Martin arrived after the roll was called. Also attending the meeting was Library Director, Kristin Holzhauser.

Consent Agenda:

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

Correspondence:

A plaque in honor of Susan Strauch's retirement is finished and will be hung near the circulation desk. A check for \$15,000 was received in donation from The Yost Trust and is greatly appreciated.

Director's Report:

The annual IPLAR application has been received by the State of Illinois and verified. Overall attendance has increased about 42% over the pandemic years' totals, but numbers have not quite returned to pre-pandemic levels in attendance and circulation.

Local businesses have supported the Summer Reading Program by donating roughly \$1,600 in cash and gift certificates. Local support is very much appreciated and very necessary for the success of the program.

Bill Munz of Physician's Life Insurance provided two Medicare 101 classes. Both classes were well attended and Mr. Munz will provide more classes in the future free to the public.

All public computers are now open for use since the library's in-house server has been updated by EntreSolutions. Patrons are allowed up to two hours of daily use, guests are allowed 30 minutes.

Community Care Solutions will host a 6-week matter of Balance class for residents of Livingston County aged 60 and over. The class focuses on mobility and balance concerns of senior citizens. The class will be held Mondays and Fridays July 18-August 12 at the library.

The library will partner with the EPA and Paul Ritter's high school classes on an air sensor pilot program this fall. The hope is for the program to run mid-August through early winter at the library and Pontiac Township High School.

The library will also partner with Pontiac Tourism and the Looking for Lincoln program through the state of Illinois this fall for a Flat Lincoln Scavenger hunt. The program will be marketed through the library, the Tourism Department and the state. The program runs August 20-October 29 this fall.

The Children's librarian, Jen and director, Kristin are preparing a new early literacy program called 1000 Books Before Kindergarten. The program encourages families to frequently read to their children. The library will work with Heartland HeadStart and other local early childhood programs.

Committee Updates:

Finance Committee:

Committee did not meet.

Building and Grounds Committee:

Live & Learn Construction Grant of \$15,000 will be used to replace doors and frames on west side of building. Waiting for bid from Vissering Construction.

The city will be replacing some damaged slate on the front of the building.

Management Committee:

Committee did not meet.

Old Business:

Live & Learn Construction Grant – see notes above

NewsBank Daily Leader Digitization Update. Cost will be \$45,000 over 5 years to digitize the Daily Leader from 1958-2018. Current papers on microfilm will be digitized. Debbie Dowdy made a motion to proceed with the project and pursue community grants available to offset the cost. Lisa Martin seconded the motion. All present voted in favor; motion carried.

New Business:

Futures Unlimited will discontinue janitorial services at the library, so bids were obtained from alternative local businesses. Lisa Martin made a motion to contract with Gem's to provide janitorial services at \$23,400 for one year. Nancy Milhauser seconded the motion. All present voted in favor; motion carried.

The Illinois Library Presents offers membership to its Virtual Passive Programming for \$150.00/year. Kathy McLean made a motion to participate in the program. Debbie Dowdy seconded. All present voted in favor; motion passed.

Trustee Officer positions will remain in place for the next year, as will committee assignments. Debbie Dowdy was assigned to the Building and Grounds Committee.

The library will close at 4pm on June 30th and July 28th to accommodate Summer Reading Program activities.

Trustee Closing Comments:

The Board reviewed the Public Computer Use policy per request of President, Connie Snyder. The policy is in line with the code of conduct and did not require any changes.

Bruce Koerner moved to adjourn the meeting, Nancy Milhauser seconded the motion. All agreed, motion passed.

Respectfully submitted,

Connie Snyder, President

Kathy McLean, substitute Secretary