

Pontiac Public Library  
Board of Trustees Meeting Minutes  
July 11, 2022

The Pontiac Public Library Board of Trustees met on July 11, 2022. President Connie Snyder called the meeting to order at 5:30PM.

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

Consent Agenda:

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

Correspondence:

Received correspondence of the per capita grant award \$16,446.25. The grant is lower than expected due to an adjustment for the decrease in our service population.

Director's Report:

The annual summer reading program wrapped up July 2<sup>nd</sup>. We had 74 children registered and over 50 actively participating in the program this summer. The finale trip to the Normal Cornbelter's game is on July 28<sup>th</sup>.

Future's ended their cleaning contract July 1<sup>st</sup>. Gem's Carpet Cleaning has begun weekly cleaning as of July 5<sup>th</sup>.

DCM Landscaping has changed ownership and will continue to offer landscaping services for the Library. After inspection of the property, DCM is recommending two trees in front along Madison St. are too aggressive for their location and should be removed. The roots are spreading rapidly and pose a safety risk for anyone walking along the grass around the tree. Kirstin will work with Chris Brock to determine the appropriate course of action regarding the trees.

Fall programming will resume August 22<sup>nd</sup> with the start of the school year.

Committee Updates:

*Management* – Nothing to report.

*Building and Grounds* – Nothing to report.

*Finance* – Nothing to report.

Old Business:

None

New Business:

*Exterior Panel Repair* – During the repair of the parking lot an exterior panel was damaged. Replacement panels are not available locally in the U.S.A. and would cost a minimum of \$2,000

to have just one matching panel made. The manufacturer requires payment of \$1,600 to change the casts to create a matching panel. Bruce has been looking into repairing the panel with fiberglass, and believes it is a viable option. Bruce Koerner motioned to approve repairing the panel with fiberglass in lieu of purchasing a new panel. Debbie Dowdy seconded the motion. All present voted in favor; motion carried.

*Fall Open House* – The fall open house will return this year and will be held on October 13<sup>th</sup> from 5:30 – 7:00PM.

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

- Public Copying/Printing Policy – Approved as presented.
- Investment of Public Funds Policy – Approved as presented.
- Gifts to the Library Policy – Approved as presented.
- Program Room Policy – Approved as presented.
- Citizen to be Heard Policy – New library policy. Approved as presented.
- Library use of Photography – New library policy. Approved as presented.
- Public Photography & Filming Policy – New library policy. Approved as presented.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President  
Eric Hoover, Secretary