

Pontiac Public Library
Board of Trustees Meeting Minutes
August 8, 2022

The Pontiac Public Library Board of Trustees met on August 8, 2022. President Connie Snyder called the meeting to order at 5:35PM.

The roll call was answered by Connie Snyder, Kathy McLean, Eric Hoover, Nancy Milhauser, and Debbie Dowdy. Also in attendance was Library Director, Kristin Holzhauser.

Consent Agenda:

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

Citizens to be Heard:

None

Correspondence:

Received the \$15,000 Live and Learn Grant for the exterior door project.

Director's Report:

The summer reading finale celebration at the Normal Cornbelter's game was a fun evening with 74 in attendance. Bookopoly for students and adults is in its final weeks, and gameboards are to be turned in by September 3rd. Thank you to all of our donor families and local businesses.

Kristin is working on scheduling fall maintenance for the library. The elevator will need inspected and the heat tape in the downspouts will need to be replaced in preparation for the snow and ice this winter. The annual backflow testing will need to be completed, and the library carpets will be cleaned ahead of the Fall Open House in October.

On July 25th, there were some disruptive teenagers causing problems for both the Library and Heartland. Kristin addressed the group and told them to leave, and they have not returned. The same group of teens have been disruptive at times during the summer, mostly within Heartland's space. Heartland has video footage that has been turned over to the local authorities. Kristin met with Heartland security team following the recent incident and informed them that the library will assist them in whatever they need to ensure the safety of students and staff.

The fall lineup of regular weekly and special programs will begin the week of August 22nd. This includes the new 1000 Books Before Kindergarten Early Literacy Program and the partnership with Pontiac Tourism for the Flat Lincoln Scavenger Hunt in downtown Pontiac.

Kristin and Jen are working with Noah's Ark, and we will have two story time days with their classes monthly. These story time's will be offsite in the Noah's Ark classrooms and follow their curriculum.

The intergovernmental agreement will renew for the next school year on August 15th. Kristin will work with the school district and RSA to update our records for current students. Weekly deliveries to each school will begin after Labor Day.

Committee Updates:

Management – Nothing to report.

Building and Grounds – Nothing to report.

Finance – Nothing to report.

Old Business:

None

New Business:

Staff Training Day – Discussed the annual staff training day, which is scheduled for November 11th. Nancy Milhauser motioned to approve the closer of the library for the staff training day on November 11th. Kathy McLean seconded the motion. All present voted in favor; motion carried.

Serving our Public 4.0 Chapters 1-6 – Kristin briefly discussed the requirements for the Per Capita Grant. As part of the requirement the Board will be reviewing Serving our Public 4.0 and will begin with the review of chapters 1-6 during the September meeting.

Library Logo/City Updates – The City of Pontiac website is being refreshed and the libraries portion of the website will also be refreshed. The refresh will make the libraries webpage more user friendly. As part of the refresh, the library's logo will be updated and will conform in style to the rest of the city's departments. While the trustees were pleased with the overall refresh, the trustees felt that the book design within the logo could use a second look as it did not appear to stand out as much as the current logo. Kristin will check into possible enhancement to the current refresh of the logo.

Newsbank Daily Leader Digitization Funding – Project is expected to cost between \$40-\$60K. This project would have permanent naming rights for the donors, so we are looking at targeting a few large donations rather than many small donations. Kristin working on a doner list.

Policy Review – The review was tabled until the September meeting due to time limitations.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President
Eric Hoover, Secretary