

Pontiac Public Library
Board of Trustees Meeting Minutes
September 11th, 2023

The Pontiac Public Library Board of Trustees met on September 11th, 2023. President Connie Snyder called the meeting to order at 5:35 PM.

The roll call was answered by Connie Snyder, Debbie Dowdy, Nancy Milhauser, Larry Krominga, and Bill Bertram. Also in attendance was the Library Director, Kristin Holzhauser.

Consent Agenda:

Trustees reviewed the August minutes and paid bills. Bill Bertram moved to accept the minutes and bills. Debbie Dowdy seconded. All present voted in favor; motion carried.

Citizens to be Heard:

None

Correspondence:

A large donation to the digitization project from Jane and Harlan Greeneberg was received. This donation will pay for the first year of expenses for the new website.

Director's Report:

The library has transitioned to four full-time staff as of September 1st. Wayne Francisco officially took over as Head of Acquisitions and continues to work through the cataloging and bookkeeping training for that position.

The summer Bookopoly contest ended on September 2nd with 8 winners for the various game categories. Thanks to area donations the library gave away over \$1200 in gift certificate prizes for this popular adult summer reading incentive.

The library hosted Calvert Martin Funeral Homes and Duffy-Baier-Snedecor Funeral Homes for a pre-funeral planning class on September 7th. This was a great partnership to have in the community. They provided some great information and will help support the Living Bookshelf for incoming memorials.

The Grandparent's Day Celebration was also a fun morning with area grandparent's and children on September 9th. We made photo keepsake frames, made our annual grandparent's day photo backdrop and provided free photos, and read some fun stories. The library continues to receive appreciation and thanks for this annual celebration.

Local Author John Sandford has agreed to a book signing event on November 18th. His new book Brindlefox is a beautiful book and Kristin looks forward to creating a fun local author event for the holidays. Kristin is also trying to work out a book signing with local author Tom Ramseyer for his new book as well. Kristin hopes to arrange both before the holidays.

Kristin has completed the registration for the Library with the grant portal FrontDoor and complete the grant application with State Farm for new computer equipment. She is currently on a waitlist for equipment, but hopes to be able to replace all of the library's computers before the end of the fiscal year.

Kristin has hired a new part-time work study student through Heartland Community College. She will start 9/12/23 and work roughly 15-20 hours weekly with one of her shifts being a consistent Saturday shift. The work study program helps provide a percentage of the student's salary while they are a student.

The marketing for our digitization project has been sent to area media outlets and we now have signage posted online and in the Library. We received a very generous donation from Jane and Harlan Greeneberg which brings the funding to near fully funded. I appreciate their assistance with this preservation of local history very much. Newsbank will be able to post 1958-2008 in the new historical archive website for access to the public by October 1st. At that time we will have a designated computer in the library for the historical archive access

and Kristin will be providing tutorials for the public on how and where to locate the information from mobile devices.

Committee Updates:

Management – The Management Committee met following the last board meeting to discuss staffing levels and training needs.

Building and Grounds – None

Finance – The first distribution of tax revenue was received.

Old Business:

Heartland Community College Updates- Discussion was tabled until the next meeting so that the finance committee including Eric Hoover could be in attendance for discussion.

New Business:

'24 Per Capita/Review of Serving Our Public Chapters 1-6 – Kristin explained that the Per Capita requirement for Trustees is to again review the chapters of Serving Our Public. She provided copies of chapters 1-6 to those in attendance. We will discuss these chapters and how the library aligns to these standards at the next board meeting. Chapters 7-13 and the Appendices will be provided at the October meeting and discussed at the November meeting.

Trustee Closing Comments:

None

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

Respectfully submitted,

Connie Snyder, President

Eric Hoover, Secretary