

**Pontiac Public Library  
Board of Trustees Meeting Minutes  
September 12<sup>th</sup>, 2022**

The Pontiac Public Library Board of Trustees met on September 12, 2022. President Connie Snyder called the meeting to order at 5:33 PM.

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

Consent Agenda:

Trustees reviewed the August minutes and paid bills. Nancy Milhauser 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:

We received a large donation of Thomas Googerty artwork from the Merle and Barbara Sinclair Glick estate. The artwork will be displayed in the Reading Room. Donations of memorial books and to the Living Bookshelf are also up for the month. The City of Pontiac has notified the Library that Curt Myers is no longer on City Council due to declining health. A resignation to the Library Board has not been received from him yet. It was discussed that we should contact Curt.

Director's Report:

Kristin received a work order request from Heartland Community College on 8/11/22 regarding water damage to the ceiling in the mechanical closet near one of the AC units. Lyons Brothers inspected the AC unit and did not find any leaks around the unit. Kreiling Roofing inspected the roof and found some loose flashing which was repaired/replaced. They believe the loose flashing may have caused a slow leak leading to the wet ceiling. They did not find any other damage and reported the roof otherwise was in very good condition. She will work with the city to have the drywall repaired in their mechanical closet.

Two exterior lights on the east side of the building were found to be inoperable. The photocells on these lights were replaced last year. Durham Electric stated that the photocells were unfortunately no longer manufactured to last very long and recommended that we switch to LED light packs for these exterior lights. The repair cost for these is estimated to be \$1,350 and will be encumbered using this year's repairs/maintenance budget.

Durham Electric also replaced a control unit for the heat tape in the gutters. This unit had shorted out which is what caused the ice to build up last winter. They also ran the heat tape down the full extent of the gutters instead of just the upper half. This will hopefully keep better control of the ice and snow through the winter.

The floor tile in the Library restrooms is starting to show its age. In one of the women's stalls, the tile is peeling up around the toilet. Kristin would like to have this tile replaced in the bathrooms in the next fiscal year. She will work with the building/grounds committee to get estimates so this can be added to next year's budget.

The Library received the year's 1<sup>st</sup> tax distribution in the amount of \$124,683.97. The second distribution is expected to be \$87,311.38 for a total of \$211,995.35 in tax support for the year.

This year's Per Capita funds in the amount of \$16,446.25 were also received. As previously mentioned, this is less than what was budgeted because there were changes to district boundaries at the state level after the 2020 Census which changed our population totals slightly.

Library cards for District 429 have been renewed for the '22-'23 school year. Weekly deliveries will begin 9/12/22 and we will also host the reading "Check It Out" challenge for the second 9-week period of school for each grade level.

The Library will begin monthly story times for Noah's Ark on September 22, 2022. Jen and Kristin will be splitting those story times as there are 4 classes total.

The fall programming schedule is going well. The Library has seen consistent attendance at both of our weekly story times and LEGO club. The passive programs 1000 Books Before Kindergarten and the Flat Lincoln Scavenger Hunt are also starting off well.

We will once again partner with CCSI for a special program. This will be a cross-generational support group offered once a month for grandparents who are care providers for their grandchildren. The support group will last for an hour each month and will provide counseling support and resources for the adults and fun activities for the children.

Kristin will be meeting with Paul Ritter's class and the support teachers at the High School to begin our EPA Air Sensor program plans. Paul's class will first use the air sensors for projects within the classroom and then the air sensors will be available for public checkout with Paul's class providing instruction and special programs at the Library. This is a special opportunity to partner with the EPA on a pilot basis and to help facilitate the educational curriculum at the High School.

### **Upcoming Programs:**

1000 Books Before Kindergarten

Flat Lincoln Scavenger Hunt

Library Puzzle Table

### **September-**

9/03- Writer's Group 1:30-4:00 PM

9/06- Story Time 10:30 AM

Book Club 6:00 PM

9/07- LEGO Club 3:30 PM

9/10- Grandparent's Day 10:00 AM

9/12- Story Time 10:30 AM

Library Board Meeting 5:30 PM

9/13- Story Time 10:30 AM

9/14- LEGO Club 3:30 PM

9/15- Reading Rocks 5:00 PM

9/17- Lunch & Movie- Encanto- 11:00 AM

Writer's Group 1:30- 4:00

9/19- Story Time 10:30 AM

9/20- Story Time 10:30 AM

CCSI Support Group 4:00-5:00

9/21- LEGO Club 3:30 PM

9/22- Medicare 101 9:00 AM & 5:00 PM

9/26- Story Time 10:30 AM

9/27- Story Time 10:30 AM

9/28- LEGO Club 3:30 PM

### Committee Updates:

*Management* – Nothing to report.

*Building and Grounds* – Nothing to report.

*Finance* – Nothing to report.

### Old Business:

None

New Business:

*Open House Update* – Kristin provided updates to the plans for the Fall Open House. The Tronc family will be in attendance for the dedication for Mary Tronc. Family members of Merle and Barbara Sinclair Glick who donated the Thomas Googerty art will also be in attendance. Kristin has contracted with James Herr to provide live music. Kristin asked for donations of baked goods and snack mixes for the refreshment bar.

*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 reviewed chapters 1-6. The Library meets the state standards of public service in chapters 1-6. Chapters 7 through the end of the standards will be reviewed at the November meeting.

*Library Logo/City Updates* – Kristin worked with David Kennedy with the City to refresh the Library logo. The Board agreed it looks great. It aligns the library image to other city departments while also keeping the large “library” font and text and depicting the library’s Living Bookshelf. Kristin said they would unveil the refreshed city website and logo the week of the Open House. Kristin will have bookmarks to pass out at the Open House to unveil the new look for the library. Over the winter months, painting will be done on the interior of the Library to begin refreshing the colors to match the new logo.

*Newsbank Daily Leader Digitization Funding* – Kristin has submitted a letter requesting assistance from the Humiston Trust. She read the letter to the library trustees. Trustees discussed additional options for fundraising if necessary.

*Policy Review* – The following library policies were reviewed and discussed. Bill Bertram motioned to approve the policies as presented. Bruce Koerner seconded. All present voted in favor; motion carried.

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