

Pontiac Public Library  
Board of Trustees Meeting Minutes

October 10, 2011

The Pontiac Public Library Board of Trustees met at the Pontiac Public Library on October 10, 2011. Vice-president Jane Diaz called the meeting to order at 5:20pm.

Roll call was answered present by Connie Snyder, Sara Schickel, Jane Diaz and Kathy McLean.

Sara moved to approve the minutes and bills, Connie seconded the motion. All in favor, motion passed.

Correspondence: Letter received from Office of State's Attorney advising that former library director's case has been postponed to January calendar. Layla presented lease with county per request at September meeting. Lease with county expires 7/31/12.

Director's report: Per Capita Grant has been filed for 2012. Michael Harms has been hired as new youth services librarian. A book sale was held from September 30-October 6 and was very successful. Joan E lipinski's art show begins October 10. Proceeds from sales will be donated to microfilm scanner and reader fund.

Monthly Policy Review: Fines, Fees, and Loan Periods. Sara moved to approve said policy, Connie seconded the motion. All in favor, motion passed.

Finance: Did not meet

Building and Grounds: Did not meet

Management: Met to review employee policy manual and will talk to Bob Carls about city employee policy regarding days off, accrued vacation, sick time, etc.

New Business: Proposed holiday employee appreciation in December.

Old Business: Discussed accrued vacation and sick time.

Jane moved to adjourn the meeting and Sara seconded the motion. All in favor, motion passed.

Respectfully submitted,

Kathy McLean, Secretary

Eric Hoover, President