

**Sherman Public Library Board
Regular Meeting
Board of Trustees
May 20, 2015**

The regular monthly meeting of the Sherman Public Library Board convened at 5:00 p.m. Present were Library Director Anita Walters and Board members Julie Horton, Mary Contri, Dave Grimm, Randy Burge, and Bob Shurig. Elizabeth Heubner was present to accept her Oath of Office as a newly elected Board member.

To begin the meeting, the current Board of Trustees expressed their gratitude to Randy Burge for his years of service to this Board and the Library. The Oath of Office was then administered by Secretary Dave Grimm to Mary Contri and Elizabeth Heubner. Gail Kilbury will be sworn into her incumbent position at a later date per Anita. Because the new terms for Mary, Liz, and Gail are effective immediately, Randy excused himself from the meeting after the oaths were read and signed.

There were no items for consideration which were not listed on the Agenda.

Secretary's Report: It was moved by Mary and seconded by Dave to approve the minutes from the April 15, 2015 regular meeting. The motion was approved.

Treasurer's/Financial Report: \$5185.00 in Per Capita Grant funds from the Secretary of State was direct deposited this month, and the first distribution of property taxes from the 2014 payable 2015 tax year was received as well. No other pay requests were submitted this month. A motion was made by Bob to approve and pay the bills. Julie seconded the motion. The motion was approved, with an individual and unanimous voice vote.

Librarian's Report: Circulation for the month of April 2015 was 1391 items circulated 1689 times. For reciprocal borrowing, 33 patrons borrowed 317 items. There was 1 audio book and 60 e-books checked out through 3M Cloud. There were 10 Zinio e-magazines checked out. 167 items were checked out via Library on the Go. The Sherman Public Library has borrowed 2423 items and loaned 7568 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 19 items and loaned 38 items through the On-Line Computer Library Center (OCLC).

The Illinois State Journal-Register has been providing a free trial of the website <http://infoweb.newsbank.com/signin/ShermanPublicLibraryDistrict> to all library patrons with their library cards. In March, users of the website were able to view archives from 1831-1985. Since March there have been 4,500 downloads from the Archives section. There is now a trial for 1985-present.

Edge Assessment for Per Capita This is a requirement for the Per Capita Grant in the coming year and the board will need to turn their attention toward it in coming meetings.

The barn for the new children's area is being delivered on Friday, May 23 as are the lockers for the employee area. A toy kitchen was donated for the children's area by the Westlake family. Courtney and

Brenna Westlake brought the kitchen to the library and set it up for the children. The schedule for the Library's summer program is ready to be delivered to school for the closing day.

A brief discussion of a bike-lock service for library patrons was held.

A list of PCs and other technology devices formerly in storage has been made and inventoried. The items have been sent to recycling.

New Business: Election of officers for the coming year was held. Julie Horton was nominated as President. Dave Grimm was nominated as Vice-President. Liz Heubner volunteered to serve as Secretary. Bob Shurig agreed to fill the role of Treasurer. Julie closed the floor to nominations and made a motion to accept all positions as named above. Bob seconded the motion and the motion carried by a unanimous voice vote. Board member Jack Patterson submitted his letter of resignation to the board, effective June 30, 2015. The Board members will seek a replacement to fill his position.

Julie made a motion to accept Meeting Ordinance 2015-01, setting the meeting dates for July 1, 2015- June 30, 2016 as the third Wednesday of each month at 5 p.m. Mary seconded the motion, and the motion carried by a unanimous voice vote.

We are entering the Landscaping phase for the new addition. The Friends of the Library will help with this project.

New shelving has also been ordered and some repurposing of the old has been done. New end panels for some of the shelving were made by Duggins in Riverton. Anita is still obtaining quotes for furniture (new and updated) for the new areas.

Illinois Energy Now Grant Final report and documentation has been submitted.

It was decided that each Board member should have his/her own email address specifically dedicated to Library business. Julie suggested using trusteeXXXXX@gmail.com. Board members are encouraged to set up this account and notify Anita when it is ready for use.

Due to an increased workload, it was suggested that additional personnel may be needed. A motion was made by Mary to hire Katheryn McKennedy at the rate of \$9.00/hour. After six months of employment, this rate may be reviewed. Dave seconded the motion and the motion carried by a unanimous and individual voice vote.

There was also some discussion of the possibility of naming Dawn Rutschke as Assistant to the Director of the Library. Julie and Anita plan to sit down with Dawn to discuss this opportunity in the coming weeks.

The Sherman Public Library Meeting Room Policy was presented for consideration. The Board will review and discuss this at the June meeting.

Old Business: The general construction process is going well and nearing completion.

Construction meetings will continue to be held at the Library each Wednesday at 11 a.m.

The painting is now completed with the exception of some touchups. Furniture and window coverings will be addressed. Concrete forms have been set and pouring will begin soon on the patio and new sidewalks.

Adjournment: Julie made a motion to adjourn the meeting at 6:25 p.m. Dave seconded the motion, and the motion carried with a unanimous vote.