

**Sherman Public Library Board  
Regular Meeting  
Board of Trustees  
June 17, 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, Elizabeth Heubner, and Gale Kilbury. Melissa Allen and Phil Lenzini, the Board's attorney were present as guests.

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

**Secretary's Report:** It was moved by Julie Horton and seconded by Gale Kilbury to approve the minutes from the May 20, 2015 regular meeting. The motion was approved.

**Treasurer's/Financial Report:** As previously discussed, a book sale will be held in July to eliminate some excess inventory of old titles and other miscellaneous items. Anita posed a question to Phil as to whether employees of the library would be allowed to handle funds taken in from customers at the sale. Phil noted that this should not be a problem. He also pointed out that Illinois statute allows the Board to set a sale price for any item as long as it is less than \$1000. Additionally because this sale is held only once a year, the Library will fall under the "occasional seller" umbrella and will not need to charge sales tax during the sale. This is similar to the statute that allows citizens to hold yard/garage sales at their homes without paying sales tax.

Our free trial of the Illinois State Journal-Register online archive collection continues to be very popular. So far, our patrons have conducted 4,600 downloads. The free trial of the 1985 – present online collection has expired. The subscription price for this segment is \$441.00 for a fifteen month period. The library will incur this expense and subscribe to this service.

A motion was made by Mary Contri to approve the Treasurer's Report and pay the bills. Dave Grimm seconded the motion. An individual voice vote was taken, and the motion passed unanimously.

A construction pay request was submitted from Henson-Robinson for \$7353.90. Since the pay request had been reviewed and approved by architect, Don Hance, Julie Horton made a motion to pay this request. Gale Kilbury seconded the motion. An individual voice vote was taken, and the motion passed unanimously. Anita will contact WSBT to have this amount deposited into the construction loan account.

**Librarian's Report:** Circulation for the month of May 2015 was 1424 items circulated 1727 times. For reciprocal borrowing, 34 patrons borrowed 245 items. There were 4 audio books and 52 e-books checked out through 3M Cloud. There was 1 Zinio e-magazines checked out. Our annual subscription to Zinio will not be renewed. 152 items were checked out via Library on the Go. The Sherman Public Library has borrowed 2673 items and loaned 8127 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 18 items and loaned 39 items through the On-Line Computer Library Center (OCLC).

The new lockers for the employee areas are here and installed. The patio is in progress, but the weather has caused some issues with the concrete pour that are being addressed. Landscaping quotes are still being gathered.

Certificates of Election were distributed to the newly elected Board members: Mary Contri, Gale Kilbury, and Elizabeth Heubner.

The Board members are working on getting their individual email addresses for Board business. Attorney Phil Lenzini also noted that the Board should have an email address for citizens to contact the Board as a whole. This email address should be listed on the Library's website homepage. We will continue to use [shermanlibrary@casscomm.com](mailto:shermanlibrary@casscomm.com) at this time. Anita will monitor the email address regularly and forward any necessary correspondence to the individual Board members.

Our annual OMA (Open Meetings Act) and FOIA (Freedom of Information Act) certifications are due. All newly elected members will need to complete both trainings and file their completion certificates with Anita. Julie Horton and Anita Walters will serve as our OMA designees. Dave Grimm will be our FOIA Officer and Gale Kilbury will be the Assistant FOIA Officer. They will complete the training as well.

#### **New Business:**

Anita presented information on determining our charge for non-resident library cards in the coming year. Julie Horton made a motion to set the fee based on the non-residents real estate tax bill. Dave Grimm seconded the motion, and the motion carried unanimously.

The Secretary's audit will need to be completed within 60 days of the end of the fiscal year. Gale Kilbury and Bob Shurig will execute this task.

There will be a change in the administration of Illinois Funds in the coming months. It may be necessary for the Board to transfer our Illinois Funds accounts checking accounts at a local bank to avoid transaction fees from Illinois Funds.

The final bid for shelving was received from Brodart. Additional discounts may be applied, so it is hoped that the bid amount will be less before the order is completed. Mary Contri made a motion to purchase the shelving. Gale Kilbury seconded the motion and an individual voice vote was taken. The voice vote was unanimously in favor of the motion.

A bid for blinds for the new windows has been received.

The Purchasing Policy of the Board was evaluated. A motion was made by Julie Horton to amend the purchase limit to a maximum of \$15 000 per purchase without prior approval of the Board. Mary Contri seconded the motion and the motion carried by a unanimous vote.

The SHARE Membership Agreement for FY 2016 increased by \$151.

**Old Business:** The general construction process is going well and nearing completion. Several remaining construction materials such as a furnace, ceiling tile, countertops, etc. will be available for sale once construction has been completed.

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

**Adjournment:** Julie Horton made a motion to adjourn the meeting at 6:23 p.m. Dave Grimm seconded the motion, and the motion carried with a unanimous vote.