

**Sherman Public Library Board
Regular Meeting
Board of Trustees
July 15, 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, and Elizabeth Heubner. Melissa Allen, Jack Patterson and Dawn Rutzsche were present as guests.

Jack Patterson began the meeting by thanking the Board for their support and service. The Board also expressed their gratitude to Jack for serving on the Board for many years.

A motion was made by Board President Julie Horton to appoint Melissa Allen to fill the remainder of Jack Patterson's term, effective immediately. Patterson's resignation from the Board was effective June 30, 2015. Mary Contri seconded the motion to appoint Melissa Allen. The motion carried by a unanimous vote. The Oath of Office was administered to and signed by Melissa Allen.

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

Secretary's Report: It was moved by Mary Contri and seconded by Dave Grimm to approve the minutes from the June 17, 2015 regular meeting as well as the minutes from the June 24, 2015 special meeting. The motion was approved.

Treasurer's/Financial Report: As per the Board's discussion at the special meeting held on June 24, 2015, Dawn Rutschke has been offered the position of Assistant to the Director. Dawn was present to discuss her responsibilities as well as compensation for the position. A brief discussion of wage was held and will be revisited at a later meeting.

Tax distributions have been received and deposited accordingly. Utility costs for gas and electric for the library have nearly doubled in the past few months, but now that the Library itself has grown in physical space, this is to be expected. Julie Horton made a motion to accept the Treasurer's Report and to pay the bills. Dave Grimm seconded the motion. A voice vote was taken, and the motion passed unanimously.

An invoice from CAD Construction in the amount of \$57,667.49 has been received for services rendered in the new addition. The itemized invoice was approved by architect Don Hance. Julie Horton made a motion to pay the invoice. Melissa Allen seconded the motion. A unanimous voice vote approved the motion.

Librarian's Report: Circulation for the month of June 2015 was 2148 items circulated 2756 times. For reciprocal borrowing, 39 patrons borrowed 332 items. There were 55 audio books and 1 e-book checked out through 3M Cloud. The Sherman Public Library has borrowed 2829 items and loaned 8513 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 41 items through the On-Line Computer Library Center (OCLC).

A third window at the front of the library will be decorated with stained glass. The glass artwork is being funded by memorial donations made in honor of Lee Walters. The project will take about 5 weeks to complete. Anita shared preliminary drawings and glass samples with the Board.

A quote from Brian Olysav of BJO Enterprises was received in the amount of \$3500 for landscaping, edging, weed barrier, shrubbery, and rock. Olysav will also weed and prune the existing landscaping. A motion was made by Dave Grimm to accept the quote. Melissa Allen seconded the motion, and an individual voice vote was taken. The motion carried with all in favor.

The cable and Wi-Fi work has now been completed. Four of the computers have now been converted to Wi-Fi.

The fence has also been installed around the back patio. New furniture is also in place in the new areas of the library.

The Book Sale will be held at the end of the month. The sale will be advertised in the Illinois Times.

Anita Walters and Dawn Rutschke are now both certified as Notary Public.

A commercial FOIA request was recently received from Smartprocure seeking purchase orders for the past 5 years. The FOIA officer, Gale Kilbury, has asked for clarification of several points of the request.

New Business:

Julie Horton made a motion to accept the updated FOIA Policy for 2016. Mary seconded the motion and the motion carried. The previously approved Amended Purchasing Agreement was reviewed and signed.

There are some surplus items remaining from the construction process such as a furnace, paint, and some rather larger pieces of carpeting. A decision will need to be made as to what to do with these items.

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