

**Sherman Public Library Board
Regular Meeting
Board of Trustees
September 16, 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, Dave Grimm, Bob Shurig, Gale Kilbury, Melissa Allen, and Elizabeth Heubner. Phil Lenzini was present as a guest .

Items for Consideration Not on the Agenda: Anita has submitted all necessary data to Forsyth Insurance for coverage approval for the coming year. She has received notice from the company that our coverage has been approved. The terms of our policy as well as the premium rates will not change.

Discussion was held about the salary rate for our new Assistant to the Director. The annual salary for this position will be reviewed and adjusted as necessary in December.

Anita expressed her desire to retire by the end of this calendar year. The Board will be seeking applicants for her position, preferably with Library District experience. Gale Kilbury and Liz Heubner will assist in the search for a new Director.

Secretary's Report: It was moved by Julie Horton and seconded by Gale Kilbury to approve the minutes from the August 19, 2015 regular meeting and budget hearing. The motion was approved.

Treasurer's/Financial Report: Dave Grimm made a motion to accept the Treasurer's Report and pay the bills. Gale Kilbury seconded the motion. An individual voice vote was taken. All trustees were in favor.

Librarian's Report: Circulation for the month of August 2015 was 1501 items circulated 1912 times. For reciprocal borrowing, 33 patrons borrowed 243 items. There were 50 e-books and 1 e-audiobook checked out through 3M Cloud. The Sherman Public Library has borrowed 671 items and loaned 1710 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 1 item and loaned 5 items through the On-Line Computer Library Center (OCLC).

The final invoice was received from Duggins for the shelving ends created to match our current shelving. With materials and installation the project cost around \$1700.00. Brodart also has sent a bill for new shelving at a total of \$5562.76. Gary Worby also finished the stain glass in the Memorial window.

The Friends of the Library will hold their annual book sale at Seaney's the weekend of October 17/18.

Sherman Public Library will be hosting the Small Public Libraries Group on September 25. The Friends of the Library will provide desserts.

New Business: Julie Horton made a motion to adopt Levy Ordinance 2015-04. Bob Shurig seconded the motion. An individual voice vote was taken, and the motion carried.

Julie Horton made a motion to renumber Ordinance 2015-01 to 2014-06. This is the Banking Ordinance. Renumbering is needed because the Board inadvertently numbered to ordinances 2015-01. Bob Shurig seconded the motion. An individual voice vote was taken and the motion carried.

Dave Grimm made a motion to amend the FOIA Policy to reflect the new budget numbers for FY 2016. Melissa Allen seconded the motion. An individual voice vote was taken, and all were in favor.

The Board reviewed and edited our Electronic Networks Policy and Procedures. Anita will make the necessary modifications to have the policy ready for adoption at the October meeting.

The Board also discussed a policy for the new study rooms. The rooms will be utilized on a first come, first serve basis. Priority will be given to parties of two or more. The policy for use of our meeting rooms will need to be reviewed and modified at a later date.

Gale Kilbury made a motion to repeal the Public Participation in Meetings Policy. Melissa Allen seconded the motion. An individual voice vote was taken, and all were in favor.

Our Personnel Policy will need to be reviewed in the coming months as well. Anita will research other library districts to gather information about the vacation time, sick time, personal days, etc. that are offered to their salaried employees. The Board will review this information at a later date.

Gale Kilbury made a motion to issue payroll checks on the 15th and last day of each month. Melissa Allen seconded the motion. An individual voice vote was taken and the motion carried.

Gale Kilbury then made a motion that this change in the issue date for payroll will take effect immediately and the Board will delegate authority to sign payroll checks to the officers. Julie Horton seconded the motion. An individual voice vote was taken and the motion carried unanimously.

Old Business: The new Assistant to the Director began her position on September 14, 2015. A wire book rack is still available in surplus.

Adjournment: The meeting was adjourned by Julie Horton at 6:03 p.m.