

**Sherman Public Library Board
Regular Meeting
Board of Trustees
October 21, 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, Bob Shurig, Gale Kilbury, Mary Contri, Melissa Allen, and Elizabeth Heubner. Aaron Felix, a college student getting his degree in Library Science, was present as a guest .

Items for Consideration Not on the Agenda: There were no items for consideration 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 September 16, 2015 regular meeting and levy meeting. The motion was approved.

Treasurer's/Financial Report: Treasurer Bob Shurig presented the Financial Report. A motion was made by Julie Horton to approve the Financial Report and pay the bills. Melissa Allen seconded the motion and the motion carried by a unanimous voice vote.

Gale Kilbury make a motion to utilize funds from the Construction account to pay our final invoice to Brodart for the new shelving in the amount of \$5562.76. Melissa Allen seconded the motion. An individual voice vote was taken; all were in favor.

Bob Shurig made a motion to pay our mortgage payment from the Special Reserve account in the amount of \$4111.47. Julie Horton seconded the motion and an individual voice vote was taken. All were in favor.

Gale Kilbury made a motion to redeem CD 75556 and use the funds to open a checking account for at Williamsville State Bank, under the title of Insurance and Tort. Mary Contri seconded the motion and an individual voice vote was taken. All were in favor.

A letter was received from Forsyth Insurance stating our rates for 2015. The rates did not change from the previous year. Julie made a motion to use Forsyth Insurance and bind the premium rate quoted. Gale Kilbury seconded the motion. An individual voice vote was unanimously in favor.

Mary Contri made a motion to pay an invoice for our recent audit in the amount of \$1800.00 Gale Kilbury seconded the motion. An individual voice vote passed the motion.

Melissa Allen then made a motion to amend the Payroll Ordinance to reflect that 2 officers must sign all payroll checks with the exception of the director's check. That check must only be signed by one officer. Mary Contri seconded the motion and all were in favor. (Payroll checks, with the exception of the Director's, may be signed by two trustees or the director and one trustee. The Director's check need be signed by only 1 trustee. All other payroll checks require 2 signatures).

Librarian's Report: Circulation for the month of October 2015 was 1393 items circulated 1786 times. For reciprocal borrowing, 26 patrons borrowed 206 items. There were 40 e-books and 8 e-audiobooks checked out through 3M Cloud. The Sherman Public Library has borrowed 977 items and loaned 2424 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 2 items and loaned 7 items through the On-Line Computer Library Center (OCLC).

Training sessions are now available online for Library Board trustees. Anita made the information and website available to the trustees.

A new rate for our services from Cass Comm has been obtained due to some research by Melissa Allen.

The application for the per capita grant is now available. The Board should consider some ways to educate the public on technology. Some discussion was held about how to do this.

New Business: Golf Green has submitted their proposal for lawn care for 2016. Mary made a motion to accept the bid. Melissa Allen seconded the motion and the motion carried by an individual voice vote.

In the month of November, the Library will close at noon on Wednesday, November 25. We will be closed Thursday, November 26 and Friday, November 27 as well.

Anita suggested the need for someone to clean the library on a weekly basis. Julie made a motion to have Anita and Mary to advertise for a cleaning service. Gale seconded the motion and the motion carried unanimously.

Old Business: Surplus items from construction are still available at the library. A decision will need to be made about what to do with excess mini-blinds, baseboard and cabinetry.

Anita has made the necessary revisions to the Electronics Use Policy. Gale made a motion to approve the policy with its modifications. Mary seconded the motion and all were in favor. The study room policy is still being considered for revision.

Adjournment: The meeting was adjourned by Julie Horton at 6:30 p.m.