

**Sherman Public Library Board
Regular Meeting
Board of Trustees
November 18, 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

Items for Consideration Not on the Agenda: The interior of the library building is in need of some painting, specifically in the older areas. Anita will put the painting out for quotes. If any board members are aware of someone who would be interested in the job, they should have those persons contact Anita.

Secretary's Report: It was moved by Gale Kilbury and seconded by Bob Shurig to approve the minutes from the October 21, 2015 regular meeting. The motion was approved.

Treasurers/Financial Report: Treasurer Bob Shurig presented the Financial Report. A new General Operating account has been opened at Williamsville State Bank and Trust due to the discontinuation of Illinois Funds. Other accounts currently housed with Illinois Funds will need to be converted in the coming months as well. The Receipts and Disbursement Statement has been completed and filed with the county. In addition, Bob will be unavailable to complete his duties as Treasurer for a couple of months at the start of 2016. Gale will fill in as Secondary Treasurer in his absence. A motion was made by Mary Contri to approve the Financial Report and pay the bills. Gale Kilbury seconded the motion and the motion carried by a unanimous voice vote.

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

Librarian's Report: Circulation for the month of October 2015 was 1613 items circulated 2031 times. For reciprocal borrowing, 35 patrons borrowed 308 items. There were 56 e-books and 5 e-audiobook checked out through 3M Cloud. The Sherman Public Library has borrowed 1210 items and loaned 2801 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 3 items and loaned 8 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.

Our annual insurance audit is in progress. The regular library audit is now complete.

Anita also reported on the Completed Edge Assessment. This year the Board will focus on technology and educational programs. Discussion was held about possible technology training for patrons on a

monthly basis. Suggestions included sessions on how use an iPad or tablet, or how to complete an Internet search. The Board will continue to brainstorm ideas as the new year approaches.

New Business: The Personnel, Meeting Room, and Study Room policies were listed for review on the Agenda. Review of the Personnel Policy was tabled until a later date. The Meeting Room Policy was reviewed and amended last month. The Study Room Policy was reviewed. Anita will discuss a “situational override” for the guidelines of this policy with Phil Lenzini, our attorney.

The Library will be closed at 5 p.m. on Wednesday, November 25 and all day on Thursday, November 26 and Friday, November 27 for Thanksgiving. We will reopen for normal hours of operation on Saturday, November 28.

Anita suggested the appointment of a Web Assistant for IMRF for the making of deposits and certification of payroll in Anita’s absence. Julie Horton made a motion to appoint Dawn Rutscke as the IMRF Web Assistant. Gale Kilbury seconded the motion and the motion carried unanimously.

Old Business: Surplus items from construction are still available at the library. Anita will contact Habitat for Humanity’s Re-Store facility to donate the remaining items.

An advertisement will be placed in the Sun Times for a weekly cleaning person for the Library. The ad will request references and the hourly rate expected for services.

Anita will also begin to advertise the Library Director’s position in preparation for her retirement. A brief discussion of the job responsibilities and posting contents was held. The deadline for applications will be December 15, 2015.

Adjournment: The meeting was adjourned by Julie Horton at 6:15 p.m.