

**Sherman Public Library Board
Regular Meeting/Budget Hearing (Fiscal Year 2016)
Board of Trustees
August 19, 2015**

The regular monthly meeting of the Sherman Public Library Board and Budget hearing for FY2016 convened at 5:00 p.m. Present were Library Director Anita Walters and Board members Julie Horton, Mary Contri, Dave Grimm, Gale Kilbury, Melissa Allen, and Elizabeth Heubner. Don Hance and Phil Lenzini were present as guests. No members of the public came forward for the Budget Hearing.

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

Construction and Remodeling Report: Don Hance was present to report the status of our building and remodeling project. The project is virtually completed. A few change orders were presented for signatures. Julie made a motion to accept the change orders. Dave Grimm seconded the motion and individual voice vote was taken. The motion carried unanimously.

Secretary's Report: It was moved by Melissa Allen and seconded by Mary Contri to approve the minutes from the July 19, 2015 regular meeting. The motion was approved.

Budget Hearing: No members of the public were present to give comment. The library's attorney, Phil Lenzini, gave a brief overview of the budget process. The trustees reviewed the budget for the 2016 fiscal year. Julie Horton made a motion to adopt Ordinance 2015-03 for the next fiscal year. Gale Kilbury seconded the motion. An individual voice vote unanimously passed the motion.

Treasurer's/Financial Report: A successful book sale was held in July, and the library made \$1000. Our SHARE and OCLC memberships are due for payment. Mary Contri made a motion to accept the Treasurer's Report and pay the bills. Melissa Allen seconded the motion. An individual voice vote was taken. All trustees were in favor.

Julie Horton made a motion to pay the pay requests associated with the construction project: Henson Robinson, HVAC and Plumbing contracts, B & B Electric, and Don Hance, Architect. Mary Contri seconded the motion. Approval was also given for DJO Enterprises, Inc, landscaping quote. All were in favor per an individual voice vote. Final request from CAD Construction will be made when all waivers and pending work is completed. Mr. Hance will advise when this has been completed.

Our first mortgage payment of \$4111.47 is currently due. Julie Horton made a motion to make this payment from the Special Reserve Fund. Dave Grimm seconded the motion, and the motion passed by a unanimous individual voice vote.

The fourth tax distribution, payable 2015, was received on August 11, 2015. TIF funds and their impact on library tax revenue were discussed. Gale Kilbury made a motion to transfer \$100,000 from the General Operating Fund to the Special Reserve Fund. Melissa Allen seconded the motion. An individual voice vote was taken, and the motion carried unanimously.

Librarian's Report: Circulation for the month of July 2015 was 2300 items circulated 3065 times. For reciprocal borrowing, 44 patrons borrowed 423 items. There were 55 e-books and 1 e-audiobook checked out through 3M Cloud and 192 items borrowed through LOTG. The Sherman Public Library has borrowed 440 items and loaned 1096 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 1 items and loaned 4 items through the On-Line Computer Library Center (OCLC).

The stained glass should be installed in the third window later this week. The building was cleaned thoroughly along with the floors and carpets on August 15. There was some discussion of hiring someone to clean the library on a monthly or bi-weekly basis.

An audit by Canny Accounting was completed on July 20. Anita is completing work on the IPLAR FY2015. An audit of the Secretary's book will be conducted. The library will be closed on September 7 for Labor Day.

The board will need to consider putting a policy in place for the usage of our new study rooms. Some discussion of this was held.

New Business: The new shelving has just been received and will be installed. Window coverings will also be installed in the coming weeks.

Old Business: Additional surplus items from the construction project are still on site: ceiling lights, a door frame, carpet, tile, paint, cabinets and countertops. We will need to decide what to do with these items.

Adjournment:

Meeting adjourned at 6:30 with a motion by Mary and a second by Julie. Motion was approved.