

**Sherman Public Library Board
Special Meeting
Board of Trustees
June 23, 2016**

The regular monthly meeting of the Sherman Public Library Board convened at 6:00 p.m. Present were Library Director Anita Walters and Board members Bob Shurig, Dave Grimm, Mary Contri, Julie Horton, Gale Kilbury, and Elizabeth Heubner.

Items for Consideration Not on the Agenda: An adjustment will be made to the Ordinance 2016-01, the Meeting Ordinance. Going forward, meetings will now begin at 6:00 p.m. on the third Wednesday of each month.

Action Items: The Board reviewed the Purchasing Policy. An adjustment was made to indicate that all purchases over \$5000 will need to be approved by the Board. Mary Contri made a motion to accept the revised Purchasing Policy. Gale Kilbury seconded the motion and all were in favor.

The Board reviewed the Immigration Policy. Anita has conducted a Compliance Review to ensure we are up-to-date in the necessary paperwork. Julie Horton made a motion to accept the Immigration Policy as reviewed. Gale Kilbury seconded the motion and the motion carried unanimously.

The Banking Policy was reviewed and amended to reflect the addition of a direct deposit option for payroll, electronic transfer of funds, and the online payment of bills. Gale Kilbury made a motion to accept the revised and approved Banking Policy. Dave Grimm seconded the motion, and all were in favor.

During review of the Blood borne Pathogens Policy, additional protocol was added regarding the handling of blood-soiled books, equipment, etc. Julie Horton made a motion to accept the updated Blood borne Pathogens Policy. Mary Contri seconded the motion and the motion carried.

The Board reviewed the Lost and Overdue Policy. No changes were made. Gale Horton made a motion to approve the Lost and Overdue Policy as it currently stands. Julie Horton seconded the motion. All were in favor.

The Board reviewed the VESSA (Victim's Economic Security and Safety Act). No changes were made to the current policy. Mary Contri made a motion to accept the VESSA Policy. Gale Kilbury seconded the motion and the motion carried.

The Board reviewed the Personnel Policy and discussed the duties of the Assistant Director. A detailed job description for this position will be added to the policy, and it will be approved at a later date.

Julie Horton made a motion to appoint Jeremy Stuenkel, the Library's accountant, as an Authorized IMRF Agent, effective July 5. Bob Shurig seconded the motion. All were in favor.

Treasurer Bob Shurig resigned as Treasurer for the upcoming fiscal year. Melissa Allen will assume his duties effective immediately.

Adjournment: The meeting was adjourned by Julie Horton at 6.45 p.m.