

**Sherman Public Library Board
Regular Meeting
Board of Trustees
July 20, 2016**

The regular monthly meeting of the Sherman Public Library Board convened at 6:00 p.m. Present were Library Director Rachel Kocis and Board members Dave Grimm, Julie Horton, Melissa Allen, and Elizabeth Heubner.

Items for Consideration Not on the Agenda: The Board discussed the possibility of hosting a book signing for local author Courtney Westlake. Rachel will explore the idea with our lawyer and the Friends of the Library.

Secretary's Report: It was moved by Julie Horton and seconded by Melissa to approve the minutes from the June 15, 2016 regular meeting. The motion was approved. A motion was made by Melissa Allen to accept the minutes of the June 23, 2016 Special Meeting. Julie Horton seconded the motion. The motion carried.

Treasurers/Financial Report: Treasurer Melissa Allen presented the Financial Report. Julie Horton made a motion to accept the Treasurer's Report and pay the bills. Liz Heubner seconded the motion, and the motion carried by a unanimous voice vote. Melissa Allen made a motion to pay the mortgage payment from the Special Reserves account. Liz Heubner seconded the motion and a unanimous voice vote in favor was taken.

Treasurer Allen discussed the process of bill-paying for the library. She will ask our accountant Jeremy Stuenkel to draft a proposal for completion of paying the bills each month. She will also ask him to make a recommendation for how our monthly reports should be formatted.

Treasurer Allen also suggested adding a discussion of rolling over existing funds to some new CDs to next month's agenda.

Librarian's Report: Circulation for the month of May 2016 was 1954 items circulated 2157 times. For reciprocal borrowing, 51 patrons borrowed 449 items. There were 26 e-books and 0 e-audiobooks checked out through 3M Cloud. The Sherman Public Library has borrowed 3103 items and loaned 6573 items through the Interlibrary Loan (SHARE) program for the fiscal year to date. Also in this fiscal year, the Library has borrowed 13 items and loaned 21 items through World Share.

There was an upgrade to the POLARIS system in early July. A new FOIA Request was submitted and fulfilled. The library is a Pokemon Go stop. The Library's Facebook page is being updated regularly. Rachel is also working on developing a Brown Bag Lunch Series at the library. A blood drive will also be held on August 17 from 3:30-6:00. August 2 is National Coloring Book Day. The library will have a Coloring Party to celebrate.

New Business: Julie Horton made a motion to compensate Anita Walters in lieu of unused vacation days over her tenure as Library Director. Melissa Allen seconded the motion and the motion carried with a unanimous voice vote.

Old Business: The Board discussed its organization for the coming year. At this time, Julie Horton will remain as President; Dave Grimm will continue as Vice-President, Bob Shurig will remain Treasurer, and Liz Heubner will continue as Secretary.

Additional review of the Purchasing Policy will be completed at our next meeting.

The Circulation Policy was read and reviewed. Melissa Allen made a motion to accept the Circulation Policy. Julie Horton seconded the motion. The motion carried unanimously.

Liz Heubner made a motion to amend Ordinance 2016-01A to state that meetings will now start at 6 p.m. Melissa Allen seconded the motion and the motion carried.

Liz Heubner made a motion to authorize the purchase of Office 2016 at \$29.00 for all eleven of the library's computers. Melissa Allen seconded the motion and the motion carried with a unanimous voice vote.

A new computer may be needed in the Director's office. Prices will be solicited.

The Edge Assessment was discussed as well.

Adjournment: The meeting was adjourned by Dave Grimm at 7:00 p.m.