Sherman Public Library Board

Regular Meeting

Board of Trustees

January 20, 2021

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:00 p.m. Present were Library Director Rachel Kocis and Board members Julie Horton, Brian Manci, Courtney Westlake, John Barrett and Mike Lang. Mary Contri and Liz Heubner were absent.

**Secretary’s Report:** It was moved by Mike Lang and seconded by Brian Manci to approve the minutes from the December 2020 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:**  Courtney Westlake made a motion to accept the Treasurer’s Report and to pay the bills. John Barrett seconded the motion, and the motion carried by a unanimous voice vote. John Barrett made a motion to pay the mortgage payment from the Special Reserves account. Brian Manci seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of December 2020, 1,851 items were circulated 1,841 times at our library. Resident borrowing totaled 162 patrons and 1,585 checkouts. Non-Resident borrowing amounted to 28 borrowers and 197 checkouts. Reciprocal borrowing included 7 borrowers and 59 checkouts. 3M Cloud Library checkouts included 68 e-books and 9 e-audiobooks. Overdrive lending for October was 220 e-book checkouts and 101 e-audiobook checkouts. For November, Overdrive lending totaled 278 e-book checkouts and 61 e-audiobook checkouts; and for December, 257 e-book checkouts and 72 e-audiobook checkouts.

**Library Events and Issues:**

-Director Kocis discovered and researched a new online library newsletter service called Wowberry, which alerts patrons about available new books. The service syncs with OPAC, requiring no staff work and runs at $375 per year.

-Ten fourth grade girls from Girl Scout Troop #6283 recorded online Christmas themed

story-times

-120 Make n’ Take holiday crafts were handed out in December. Eighty families checked out a Red or Green book during our Holiday Reading Contest; four gift cards from local restaurants were drawn as prizes.

-PPE Grant paperwork and encumbrance report have been completed by Director Kocis. She is also working on a Per Capita Grant with a due date of March 15, 2021.

-Director Kocis is working on purging old records per Local Records Act criteria.

-Director Kocis submitted the Annual Library Certification and Interlibrary Loan and Reciprocal Borrowing Statistical Survey to IL State Library 1/19/2021.

-Employee 1099 and W2s have been prepared and disseminated.

-Recycled eyeglasses donation is ready to be donated to Eagles Club.

Facility updates:

-B&B Electric fixed a photo sensor light and changed light bulbs in the outdoor vestibule. Technician noted another photo sensor that was not working properly.

- Library thanks trustee member Brian Manci for assembling its new book drop.

-Director Kocis met with a representative from Watts Copy in light of the upcoming lease expiration for the library’s copy machine. Library is eligible to upgrade its machine to enable wireless printing and pay slightly less per month with a new contract.

-Armor Lawn Service will be moving tree limbs from the back driveway.

**New Business:**

The Library adopted a new pandemic policy for the library to follow. Julie Horton made a motion to accept the epidemic/pandemic policy, Courtney Westlake seconded, and it was unanimously approved.

John Barrett moved to accept a new FOIA policy, Brian Manci seconded, and it was carried by unanimous vote.

The Board discussed reopening the library doors in light of changing state and local government regulations. Patrons are required to wear a mask, patron browsing and computer time is restricted to 30 minutes, with 10 people inside at one time. Library will resume normal hours, 8 a.m. to 8 p.m. M-Thursday, 8 a.m. to 5 p.m. Friday, and 9 a.m. to 2 p.m. on Saturday. John Barrett moved to reopen library doors starting January 21, 2021, Courtney Westlake seconded, and the decision was carried unanimously.

**Continuing Business:**

None

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 5:49 p.m. John Barrett seconded the motion.

Next meeting: February 17, 2021