Sherman Public Library Board

Regular Meeting

Board of Trustees

April 21, 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, Courtney Westlake, Mike Lang, John Barrett, Elizabeth Heubner and Mary Contri. Brian Manci was absent.

**Secretary’s Report:** It was moved by Elizabeth Heubner and seconded by Mike Lang to approve the minutes from the March 2021 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:**  John Barrett made a motion to accept the Treasurer’s Report and to pay the bills. Julie Horton 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. Elizabeth Heubner seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of March 2021, 2,462 items were circulated 3,121 times at our library. Resident borrowing totaled 197 patrons and 2,594 checkouts. Non-Resident borrowing amounted to 44 borrowers and 424 checkouts. Reciprocal borrowing included 11 borrowers and 76 checkouts. 3M Cloud Library checkouts included 68 e-books and 25 e-audiobooks. Overdrive lending for January was 343 e-book checkouts and 99 e-audiobook checkouts. For February, Overdrive lending totaled 293 e-book checkouts and 89 e-audiobook checkouts; and for March, 235 e-book checkouts and 71 e-audiobook checkouts.

**Library Events and Issues:**

-209 Family Make and Take crafts were distributed in March.

-Sexual Harassment Training for 2021 was completed by all staff members.

-Director Kocis updated the elected officials form with Sangamon County Election office to account for the Library’s newly elected Board Members.

-Director Kocis began filling out COVID-19 related questions for FY 20 IPLAR.

-The Library purchased Quickbooks Desktop Premier 2021 for $60 from TechSoup. The Library’s accountant will install on 4/27.

-The Friends of the Library discussed the Sangamon County Big Read selection “Lab Girl” at

their virtual ZOOM book club meeting on April 13, 2021. The co-chair of the Big Read

committee, Judy Wagenblast, joined in the discussion and thanked the participants. All

15 of the “Lab Girl” books were distributed to readers, and all 25 of the garden glove kits

were handed out to children.

-The “Read the Rainbow” Summer Reading Challenge logs have been created. The

program will run from May 24 through July 10.

Building Updates:

-The Library is working with the Friends of the Library to purchase new planters and flowers for the library grounds.

- The Library received two quotes for the pruning and removal of dead wood on riverbirch trees and removal of a dead ash tree on the east side of the Library’s property, including stump and hauling. The Library accepted the lower quote from Jeremiah’s Tree Service on 4/19 for the work to be completed in mid-May.

**ACTION ITEMS:** Director Kocis modified language to the Library’s Circulation and Borrowing Policy to reflect new state legislation (75 ILCS 16/30-55.60) that allows children Pre-K-Grade 12 who live in the Williamsville Public School District but not in the Sherman Public Library District and whose household income falls at or below the U.S. Department of Agriculture’s Income Eligibility Guidelines to apply for a non-resident library card free of charge for one year. John Barrett moved to approve the language of the policy. Courtney Westlake seconded.

**New Business:**

Cloud Library Annual Renewal is $500 annually.

Trustee Officer Elections will be voted on in May.

Economic Interest Statements need to be filed by all Trustees with Sangamon County Clerk.

**Adjournment:** The meeting was adjourned by John Barrett via a motion by 5:27 p.m. Julie Horton seconded the motion.

Next meeting: May 19, 2021