Sherman Public Library Board

Regular Meeting

Board of Trustees

August 12, 2020

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, Mary Contri, Brian Manci, John Barrett, Courtney Westlake, and Liz Heubner. Board member Mike Lang was absent.

**Budget Hearing:** The Board reviewed, discussed and approved the 2020-20-02 Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2020. Brian Manci made the motion and John Barrett seconded before approval by a unanimous voice vote.

**Secretary’s Report:** It was moved by Elizabeth Heubner and seconded by Julie Horton to approve the minutes from the July 2020 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:** Elizabeth Heubner 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 June 2020, 2,245 items were circulated 2,757 times

at our library. Resident borrowing totaled 208 patrons and 2,368 checkouts. Non-Resident

borrowing amounted to 5 borrowers and 29 checkouts. Reciprocal borrowing included 12

borrowers and 143 checkouts. 3M Cloud Library checkouts included 113 e-books, and 10

Cloud Library e-audiobooks. Overdrive lending for April included 395 e-

book checkouts and 74 e-audiobook checkouts; and for May, Overdrive lending totaled

305 e-book checkouts and 72 e-audiobook checkouts; and for June, 236 e-book

checkouts and 96 e-audiobook checkouts.

**Library Events and Issues:**

Director Kocis will be applying for three new grants from the Illinois State Library, for collection development, personal protective equipment and technology services.

Due to a newly released study regarding the lifespan of coronavirus on library materials, items are now being quarantined 4 days before arriving at the library system’s Champaign hub and 4 days after arriving in Sherman before being processed.

The Library is exploring the creation of a Storywalk for the new Community Park. The Library would be responsible for changing out the stories on a monthly basis. Isabella Marcolini has given her letter of resignation to the director. She has been the library’s page since January of 2017, and we wish her well in her new endeavors! Sherman Library had 61 participants in the Summer Reading program. Prizes were given out on August 4th including a junior metal detector, safari costumes, telescope, art kits, and an Amazon Kindle Fire in addition to gift certificates from Texas Roadhouse, Sherman Sno Biz, and Monicals Pizza.  Forty-five children participated in the library’s painted rock program in July. The Library will host a Blood Drive on August 3.

**New Business:** Elizabeth Heubner and Courtney Westlake will be collaboratively completing the annual Secretary’s Audit.

**Closed Session Minutes from June 17, 2020 Meeting:** The board reviewed and approved minutes from the closed session meeting held June 17, 2020 to discuss and review the annual performance of Library Director Rachel Kocis. Courtney Westlake made the motion, and Elizabeth Heubner seconded. All were in favor.

**Continuing Business:**

Director Kocis received confirmation from the State Comptroller’s office that an annual audit is not mandatory. The board discussed and agreed to review annual financials at the December meeting in coordination with the library accountant, and approve the annual financial report by a 3/5th majority in lieu of an audit. The library received bids for a landscaping project around the library sign. The board approved contracting with Hilltop Nursery & Landscape Co. for landscape design and beds around the new sign. Liz Huebner made a motion, and Brian Manci seconded. A voice vote was taken and approved unanimously. The library received a bid from Scooters for gutter cleanup and will be getting quotes for gutter guards, to help manage the continued issue of full gutters. The board will vote on potential contracts during a future meeting.

The yearly carpet cleaning and waxing floors was discussed, and the decision was made to postpone the carpet cleaning at this point and move forward with the scheduled floor waxing.

Trustee and staff requirements for Per Capita Grant: Chapters 1-4 of “Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019” were passed out to the board.

**Adjournment:** The meeting was adjourned via a motion by Julie Horton at 5:45 p.m.

John Barrett seconded the motion.

Next meeting: September 16, 2020