**Sherman Public Library Board**

**Regular Meeting**

**Board of Trustees**

**August 21, 2019**

The regular monthly meeting of the Sherman Public Library Board convened at 5 p.m. Present were Library Director Rachel Kocis and Board members Julie Horton, Brian Manci, John Barrett, Mike Lang, Mary Contri and Courtney Westlake.

There were no members of the public or other guests in attendance.

**Items not for Consideration on the Agenda:**  None

**Budget Hearing** The board reviewed, discussed and approved the 2019-20 Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2019. Approval came on a motion by Brian Manci, and seconded by Mike Lang. the motion was approved by a unanimous vote.

**Secretary’s Report:** It was moved by Julie Horton and seconded by John Barrett to approve the minutes from the July 17, 2019 regular meeting as submitted by Elizabeth Heubner. The motion was approved by a unanimous vote.

**Closed Session Minutes from July 17, 2019 Meeting:** The board reviewed and unanimously approved minutes from the closed session meeting held July 17, 2019 to discuss and review the annual performance of Library Director Kocis. The motion was offered by John Barrett and seconded by Julie Horton, and was approved by a unanimous vote.

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

**Librarian’s Report:**

**Circulation July 2019**

3,741 patron count in month of July

4,091 items circulated 5,661 times at our Library

Resident borrowing: 352 patrons, 4,346 checkouts

Non-Resident Borrowing: 122 borrowers, 1,355 checkouts

Reciprocal borrowing: 20 borrowers, 248 checkouts

Cloud Library 107 e-books, 14 Cloud Library e-audio

Overdrive: 203 e-book checkouts, 87 e-audiobook checkouts

**July Borrowing/Lending**

SHARE Borrowed 572

SHARE Loaned: 730

WorldShare Borrowed: 1

WorldShare Loaned: 6

**Library Events and Issues**

-Story-times to resume September 9th. We will continue to offer story-times on Monday for 0-3 years olds at 10:30 AM and Tuesdays for 3-5 year olds at 10:30 AM.

Sept: 10th: “Dot Day," 17th: “Animals Down Under" 24th: “Colors."

Oct: 1st “Apples," 8th: “Spiders," 15th: “Leaves," 22nd: “Pumpkins," 29th “Halloween.” (Kids come dressed up!) Nov: 5th “Firetrucks,” 12th “Money,” 19th “Let’s Give Thanks, 26th “Superheroes.”

-Central Illinois Plastic Model builders group now meeting Monday nights in the community room

-Flagpole rope and flag snaps were replaced and new flag purchased.

-Card Collector Club to begin meeting again in September, will offer program from September through April on the fourth Wednesday of the month.

-Library to host Adult Services Forum for IHLS member libraries on November 8, 2019.

-Chair Yoga to begin in October. First and third Fridays from 1:30-2:00 p.m.

-Passport Event 9-12 on Saturday, September 21st with representative from Circuit Clerk’s office.

-Thank you to Mike Lang for singing songs and playing guitar to kids visiting from AHC on August 9th

-Tarp has been put on over outdoor bricks.

-Illinois Public Library Annual Report submitted 8/21.

-Summer reading program prizes were given away, six grand prize Kindle fires were awarded to a boy and girl from three separate age categories. Over 100 children completed the 8-week program.

-September is Library Card Sign-Up month. Signs will go up over town with a press release.

**New Business:** The board discussed and approved the purchase of ten new Playaway tablets for children. The purchase of one new staff computer was authorized. The primary account name on the library’s credit card will change from President Horton to Director Kocis.

**Continuing Business:** Director Kocis reported on the biannual HVAC maintenance schedule established with Gatschenberger Heating and Cooling. Director Kocis will schedule yearly carpet cleaning and floor waxing in the upcoming month. The board discussed hosting a 3-month “Visions of Sherman” photo contest for children, teenagers and adults. Photos will be digitally submitted. No visible faces will be a requirement for entry. Winning photos would be permanently displayed at the library. The contest will begin, tentatively, in October and judging will occur in December. Rachel will bring a mock-up of a contest flyer to the next board meeting. Director Kocis handed out Chapter 3 “Personnel,” of “Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014” for review as required for the 2020 per capita grant.

**Adjournment:**  Julie Horton adjourned the meeting via a motion at 5:43 p.m. John Barrett seconded the motion. The Board will meet again on September 18, 2019.