Sherman Public Library Board

Regular Meeting

Board of Trustees

August 25, 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, John Barrett, Elizabeth Heubner and Mary Contri. Mike Lang and Brian Manci were absent.

**Visitors and Guests:** Friends of the Sherman Library member Carol Weber spoke to the board about the annual book sale planned at Seaney’s Farms October 1-3. The group is recruiting help for September 24-26 to move books from the library to Seaney’s. Additionally, FOSL discussed landscaping around the library, addressing dead bushes, updating landscaping around flagpole, and other landscape maintenance, paid for by the FOSL fund. Christmas lights on the library were also discussed.

**Secretary’s Report:** It was moved by John Barrett and seconded by Julie Horton to approve the minutes from the June 2021 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:**  Mary Contri 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. Courtney Westlake seconded the motion, and a unanimous voice vote in favor was taken. The board also discussed an additional principal payment of $50,000 from the general operating fund. John Barrett moved to make this payment, and Julie Horton seconded. The motion was approved by unanimous voice vote.

**Librarian’s Report:** For the month of June 2021, 3,047 items were circulated 3,813 times at our library. Resident borrowing totaled 260 cards and 3,163 checkouts. Non-Resident borrowing amounted to 59 borrowers and 650 checkouts. Reciprocal borrowing included 14 borrowers and 224 checkouts. 3M Cloud Library checkouts included 88 e-books and 32 e-audiobooks.

For the month of July 2021, 2,856 items were circulated 3,577 times at our library. Resident borrowing totaled 249 cards and 2,807 checkouts. Non-Resident borrowing amounted to 67 borrowers and 770 checkouts. Reciprocal borrowing included 13 borrowers and 162 checkouts. 3M Cloud Library checkouts included 84 e-books and 29 e-audiobooks.

Overdrive lending for March was 255 e-book checkouts and 107 e-audiobook checkouts. For June, Overdrive lending totaled 246 e-book checkouts and 113 e-audiobook checkouts; and for July, 212 e-book checkouts and 114 e-audiobook checkouts.

**Library Events and Issues:**

-57 kids completed all 7 weeks of Sherman Library’s Summer Reading Program. Prizes were awarded to all participants. Monical’s Pizza and Sherman SnoBiz donated gift certificates.

-Pekin Insurance has added a new endorsement: Exclusion of Loss due to Virus or Bacteria to upcoming Commercial Property Insurance Policy. It points out that “there is no coverage under such insurance for loss or damage caused by or resulting from any virus, bacterium or other microorganism that induces or is capable of inducing physical distress, illness, or disease.”

-ABC carpet squares were ordered for our mobile outdoor fall story-time. Outdoor story-time will start September 13th - November 8th ...weather dependent.

-Various groups have resumed meeting at the library including: Old Tipton HOA, Book Club, Chamber of Commerce, and the Quilters.

Community Outreach:

-388 Take-and-Make Summer Reading Crafts were handed out in June

-429 Take-and-Make Summer Reading Crafts were handed out in July

-73 people attended the Watergun Painting program on 6/2

-30 people attended the Color Fight on 6/12

-40 people attended the Tye Dye Party on 6/16

-17 people attended the Discovering Dinosaurs program on 6/26

-10 kids attended the STEM program on 7/9

-30 people attended the Snake and Turtle Show on 7/17

Building updates:

-All-Pro Floor Care is scheduled to come to the library on October 16th at 2:00 p.m. for carpet and floor cleaning.

-Thank you to Board President Julie Horton for spraying the outdoor area with weed killer. Library is considering contracting Scooter’s Lawn Care for maintenance in the spring.

**New Business:**

-Director Kocis discussed transferring $75,000 from the general operating fund to the Special Reserves fund. Julie Horton made a motion to make the transfer. Liz Heubner seconded, and the motion passed by unanimous voice vote.

-The annual Secretary’s Audit is to be completed after the Board Meeting.

-The board discussed the creation of a Remote Meeting Policy in light of rising COVID-19 numbers and the possibility of future meetings needing to move remote.

-The board discussed staff wages and approved a raise of one employee. A unanimous voice vote was taken.

**Budget Hearing:** The board reviewed and approved Ordinance 2021-02 Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning the First Day of July 2021 and Ending the 30th Day of June 2022. Liz Heubner made the motion to approve the ordinance, and John Barrett seconded. A unanimous voice vote was taken.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 6:14 p.m. Courtney Westlake seconded the motion.

Next meeting: September 15, 2021