**Sherman Public Library Board**

**Regular Meeting**

**Board of Trustees**

**December 11, 2019**

The regular monthly meeting of the Sherman Public Library Board convened at 5:00 p.m. Present were Library Director Rachel Kocis and Board members Julie Horton, Brian Manci, John Barrett, Mary Contri, Courtney Westlake and Elizabeth Heubner.

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

**Secretary’s Report:** It was moved by Julie Horton and seconded by Brian Manci to approve the minutes from the November 2019 regular meeting. The motion was approved by a unanimous vote.

**Treasurers/Financial Report:**  John Barrett made a motion to accept the Treasurer’s Report and to pay the bills. Liz Heubner 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:** The total patron count in month of November was 2,191. 2,802 items were circulated 3,660 times at our library. Resident borrowing totaled 281 patrons and 2,766 checkouts. Non-Resident borrowing amounted to 81 borrowers and 894 checkouts. Reciprocal borrowing included 15 borrowers and 162 checkouts. Cloud Library checkouts included 34 e-books, 15 Cloud Library e-audio. Overdrive had 171 e-book checkouts and 69 e-audiobook checkouts.

November Borrowing/Lendingtotals were as follows: 705 SHARE Borrowed, 583 SHARE Loaned, 3 WorldShare Borrowed, and 8 WorldShare Loaned.

**Library Events and Issues:** The Director attended the IHLS Members Matter Meeting at the IL State Library on 12/3. Rachel is currently working on the FY2019 Annual Financial Report which is due between December 27, 2019 and January 27, 2020. The Receipts and Disbursements Report is also being prepared by the Director and accountant. It will be submitted to the County Clerk’s office in December. It was noted by the Director that our attorney fees will increase in 2020. Fees have remained the same for the past 14 years.

Many families attended Family Reading Night at the Library on November 21. There were 57 total in attendance. Kids made Thanksgiving-themed crafts and listened to Thanksgiving stories.

Links to Sangamon Community Resources and the Illinois Digital Archives have been added to the library’s website. The electric sign is now completed and ready for install.

**Library Programs and Outreach:**  Meetings at the Library in October included the Quilters, Lost Gourd Society, Adult Services Forum IHLS Meeting, Chamber of Commerce, Plastic Model Builders Club, Girl Scouts, Daisies, Mother’s Group, and the Flaggland Park Neighborhood Association. Total meeting room usage was 84. Adult programs included Sherman Library Book Club and Chair Yoga. Adult program attendance in November was 30. Children’s programs included Monday and Tuesday Story-Times and Family Reading Night. Total children’s program attendance in November was 188. Rachel conducted Library Outreach at the Villa and All His Children as well as Sherman Elementary with a total of 278 outreach participants. The Study Room was used by 40 patrons.

Upcoming programs include Late Hours for Finals on 12/17 and 12/18, Yoga for Teens on 12/19, Morning Christmas-themed Story-time on 12/23, Jazz Program After Hours on 12/27 and a Spiderman Superhero Story-time on 1/4/20. Ongoing programs include Chair Yoga on the 1st and 3rd Fridays as well as Card Collector Club on the 4th Wednesday.

**New Business:**  Julie Horton made a motion to accept the purchase of a SWANK movie license. Liz Heubner seconded the motion and all were in favor.

John Barrett made a motion to purchase a new patron computer (with a max expenditure of $900) to replace one that is no longer operational. Mary Contri seconded the motion and all were in favor.

**Continuing Business:** Rachel reviewed current health insurance rates with the Board in regards to the Director’s stipend for health insurance. Julie Horton made a motion for a slight increase in the Director’s insurance stipend. Mary Contri seconded the motion and a unanimous voice vote was taken.

Rachel presented the final sections of the Trustees Files for the Board to read and review.

**Adjournment:**  Julie Horton adjourned the meeting via a motion at 5:40 p.m. Liz Heubner seconded the motion. The Board will meet again on January 15, 2020.