Sherman Public Library Board

Regular Meeting

Board of Trustees

December 14, 2022

The regular monthly meeting of the Sherman Public Library Board was called to order at 5:05 p.m. Present were Library Director Rachel Kocis and Board members Courtney Westlake, John Barrett, Mike Lang, Elizabeth Heubner and Brian Manci. Julie Horton and Mary Contri were absent.

**Secretary’s Report:** It was moved by Mike Lang and seconded by Brian Manci to approve the minutes from the November 2022 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 as presented. Liz seconded the motion, and the motion was carried by a unanimous voice vote.

The Board discussed moving the library’s Certificates of Deposit from Williamsville State Bank for a higher interest rate. John Barrett made the motion to approve this decision, and Liz Heubner seconded. A unanimous voice vote was taken. Courtney Westlake abstained due to conflict of interest.

**Librarian’s Report:**

Circulation for November 2022 included:

* 1,505 patron count
* 2,230 items circulated 2,715 times at our Library
* Resident borrowing: 236 patron cards and 2,119 checkouts
* Non Resident Borrowing: 41 cards and 444 checkouts
* Reciprocal borrowing: 14 cards and 149 checkouts
* Cloud Library: 48 e-books and 40 Cloud Library e-audiobooks
* Overdrive Lending: 194 e-book checkouts and 129 e-audiobook checkouts

Borrowing/Lending for November 2022:

* SHARE Borrowed: 452
* SHARE Loaned: 517
* WorldShare Borrowed: 10
* WorldShare Loaned: 1

**Library Events and Issues:**

-One laptop for the meeting room and two staff computers were replaced for a total of

$2,304.86. Prairie Computer Network Solutions will install both staff computers. Laptop

should arrive from the HP store in December.

-Two patron computers were upgraded to incorporate high visibility keyboards for the

visually impaired. Several positive patron responses have been received.

-Contracts for Dino O’Dell, Jason Kollum, Nitro Joe, Foam Cannon, and Amazon John have

been sent out for Summer 2023 programming.

-Sherman Library is staying open late for Williamsville finals (until 9 P.M.) with free coffee, snacks, and crafts for teens on 12/19 & 12/20.

-Director Kocis is offering a yoga session at Williamsville H.S. on 12/20 so students can de-stress before finals.

-The library will host a Snowman Cookie Decorating drop-in on December 28 from 11:30 AM-1:30 PM.

-Story-Time on Tuesday morning will resume January 17 and run for a 15-week

session until April 25. The new time will be 10:45 AM-11:15 AM to accommodate kids coming after pre-school.

-Director Kocis created a monthly art history program for the spring semester for homeschool students. Students will learn about an artist or art style through books and hands-on projects,

every third Thursday from 1:30-2:30 P.M. January-April.

-319 Take n’ Make crafts were handed out in November

-46 attended four story-time sessions in November

-129 voted in the Favorite Thanksgiving Food poll in November. The winning food was

pumpkin pie, followed by turkey.

-7 people attended the FOSL Book Club

-3 people attended the BOYB Book Club

-6 people visited the library from the Villas on 11/2.

-November Meeting Room use: Marbold Historical, Cub Scouts, Quilters, Mom’s Group, Lost Gourd Society, Boy Scouts, Girl Scouts, Chamber of Commerce.

**Building/maintenance updates:**

-The front door to building wasn’t locking over Thanksgiving break. A-1 had to drill front

door to get lock to engage for $99.

-New quote from B&B Electric to change out all the pole lights to LED is $1,785 (up from

the 2020 quote of $1,660).

**New Business:**

-The Board reviewed the Library’s Statement of Receipts and Disbursements for the Fiscal Year Ending June 30, 2022. Brian Manci made a motion to accept the Statement, and John Barrett seconded. A unanimous voice vote was taken.

-The Board reviewed the Annual Financial Report, which needs a ⅗ majority to pass. Brian Manci made a motion to approve, Liz Heubner seconded, and the motion carried by a unanimous voice vote.

-The Board continued its discussion about solar panels for the Library. Director Kocis will continue to research and reach out to local companies.

**Continuing Business:**

Director Kocis reminded the Board about the trustee & staff requirements for FY 2022 Per Capita Grant: Chapters 1-13 and Appendices A-K of “Serving Our Public 4.0: Standards for Illinois Public Libraries 2019”

**Closed Session:** The Board entered a closed session per the Open Meetings Act exemption 5 ILCS 120/2(c)(1): “The appointment, employment, compensation, discipline, performance, or dismissal of specific employees."

Closed session was to discuss Director Kocis' request for a salary increase for both her and Dawn. The Board also approved a Christmas bonus for Director Kocis for $500. Liz Heubner made the motion to approve, Brian Manci seconded and it passed with a unanimous voice vote.

**Adjournment:** The meeting was adjourned by Brian Manci via a motion at 6:12 p.m. Courtney Westlake seconded the motion.

Next meeting: January 18, 2022