Sherman Public Library Board

Regular Meeting

Board of Trustees

December 16, 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 Brian Manci, John Barrett, Courtney Westlake, Liz Heubner, and Mike Lang. Julie Horton and Mary Contri were absent.

**Secretary’s Report:** It was moved by Liz Heubner and seconded by John Barrett to approve the minutes from the November 2020 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:**  Mike Lang 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. Liz Heubner made a motion to pay the mortgage payment from the Special Reserves account. John Barrett seconded the motion, and a unanimous voice vote in favor was taken.

**Librarian’s Report:** For the month of November 2020, 1,851 items were circulated 2,120 times at our library. Resident borrowing totaled 192 patrons and 1,693 checkouts. Non-Resident borrowing amounted to 48 borrowers and 427 checkouts. Reciprocal borrowing included 11 borrowers and 123 checkouts. 3M Cloud Library checkouts included 47 e-books and 17 e-audiobooks. Overdrive lending for September was 197 e-book checkouts and 90 e-audiobook checkouts. For October, Overdrive lending totaled 220 e-book checkouts and 101 e-audiobook checkouts; and for November, 278 e-book checkouts and 61 e-audiobook checkouts.

**Library Events and Issues:**

Receipts and Disbursements have been filed with Sangamon County Clerk and submitted for

publication with Sherman Sun Times.

The NEA has announced the Big Read book this year is “Lab Girl” by Hope Jahren.

Lincoln Land has been awarded a grant to help promote the Big Read selection this

year and will give the library copies for its book club, provide virtual presentations, and provide the library with new garden glove boxes with seed and soil packets to distribute to kids in 2021.

A new book drop has arrived and will be assembled in the coming weeks.

The Digital Network Access grant quarterly narrative and agreement was submitted on 12/15/2020.

A FOIA request was submitted to Locallabs on 12/15/2020.

The Library purchased a one-year Zoom subscription through TechSoup at $74.95 for the purpose of digital meetings and events.

The Library is hosting a Holiday Reading contest from December 4-18. Families who check out a red or green book will be entered for a local restaurant gift certificate from Tasty’s

Café, Fire & Ale, Cancun, and Fairlane.

A local Girl Scout troop is doing virtual story-time programming in December.

58 take-and-make crafts were handed out in November.

Family Reading Night was held November 19, 2020 with 45 participants. One family

won a $50 gift card drawing for Sam’s Too Pizza.

Hugo Kringle Christmas performance by musician Mike Anderson is live streaming on the Library’s Facebook page for the month of December.

Building updates:

-B&B Electric provided a price quote for changing pole lights to LED all 13 for $1,660. Three lights are currently out. To change those three to LED would be $585. To transition from Wall Pack Lights to new LED fixtures would be $740. Four are currently out; the building has six total wall pack lights.

- KLC Turf Pro has been contracted for snow removal and salt this year. Plowing for 2-3.9” will

be $150; plowing 4”-7.9” will be $225. Salt for the parking lot and sidewalks is $150 per application.

**New Business:**

Director Kocis updated the board on new proposed amendments: Public Library Non-Resident Services 23 III. Adm. Code 3050. A discussion was held regarding the effects of a newly passed amendment on the Sherman Library, as well as two proposed amendments.

Pandemic policy - the Board discussed the adoption of a new policy to cover closures during the COVID pandemic. Director Kocis will compile the new policy, and the Board will vote on it at the next meeting.

John Barrett made a motion to purchase $50 gift card from a local business for Library staff as a holiday bonus in lieu of a holiday party this year. Mike Lang seconded the motion, and it carried by unanimous voice vote.

The Board discussed Employee Health Insurance for Director Kocis in 2021. Mike Lang made a motion to approve the budgeted amount, and Courtney Westlake seconded the motion. A unanimous voice vote was taken.

The transition to a new accountant in 2020 has led to an extension for approval of the Annual Financial Report.

**Continuing Business:**

None

**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."

**Adjournment:** The meeting was adjourned by Brian Manci via a motion by 5:52 p.m. John Barrett seconded the motion.

Next meeting: January 20, 2021