Sherman Public Library Board

Regular Meeting

Board of Trustees

February 17, 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, Brian Manci, Courtney Westlake, Elizabeth Heubner, and John Barrett. Mary Contri and Mike Lang were absent.

**Secretary’s Report:** It was moved by Julie Horton and seconded by Brian Manci to approve the minutes from the December 2020 regular meeting as submitted by Courtney Westlake. The motion was approved.

**Treasurer’s/Financial Report:**  Brian Manci 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. Courtney Westlake 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 January 2021, 1,800 items were circulated 2,193 times at our library. Resident borrowing totaled 175 patrons and 1,782 checkouts. Non-Resident borrowing amounted to 38 borrowers and 295 checkouts. Reciprocal borrowing included 7 borrowers and 112 checkouts. 3M Cloud Library checkouts included 79 e-books and 12 e-audiobooks. Overdrive lending for November was 278 e-book checkouts and 61 e-audiobook checkouts. For December, Overdrive lending totaled 257 e-book checkouts and 72 e-audiobook checkouts; and for January, 343 e-book checkouts and 99 e-audiobook checkouts.

**Library Events and Issues:**

-Director Kocis filed the Certificate of Ballot with the Election office on 1/21/21 for upcoming Library Board elections. She also filed the Levy, Debt Service, and Truth and Taxation confirmation with Sangamon County Clerk’s office on 1/26/21.

-The Trustee list for Economic Interest Statement was filed with Sangamon County Clerk 2/4/21. Trustees should be on the lookout for an email announcing filing period.

-The Library has redeemed digital codes from 400 + movies purchased over in recent years onto a VUDU account for future circulation via Roku.

-Director Kocis purchased new STEM kits for kids to check out and expanded the bilingual children’s book section.

-24 take-and-make family crafts were handed out in January.

-Director Kocis wrote a letter to Sangamon County Health Department in support of classifying librarians in group 1B essential frontline workers for the COVID vaccine using Illinois Library Association template. The health department has agreed to classify librarians as 1B in our region.

-Director Kocis is meeting with a group of children’s librarians on 2/19/21 to discuss summer reading plans.

**New Business:**

The Board reviewed the Fiscal Year 2020 Annual Financial Report. Liz Huebner made the motion to approve the report, and Julie Horton seconded. The motion passed by unanimous voice vote.

The Board discussed the renewal of the Surety Bond.

The Board reviewed the update to Library Bylaws, specifically the addition of 5 ILCS 120/7(c) and 5 ILCS 120/7 (a), which pertains to Video/Audio Attendance of Board meetings. John Barrett made the motion to approve the changes to the bylaws, and Brian Manci seconded. A unanimous voice vote was taken.

The Board reviewed an Open Meetings Act handout.

**Adjournment:** The meeting was adjourned by Julie Horton via a motion by 5:32 p.m. Courtney Westlake seconded the motion.

Next meeting: March 17, 2021